



**DUBLIN SAN RAMON SERVICES DISTRICT  
Board of Directors**

**NOTICE OF SPECIAL MEETING**

**TIME:** 6:30 p.m.

**DATE:** Tuesday, March 20, 2018

**PLACE:** Regular Meeting Place  
7051 Dublin Boulevard, Dublin, CA

**AGENDA**

**Our mission is to provide reliable and sustainable water, recycled water, and wastewater services in a safe, efficient, and environmentally responsible manner.**

1. CALL TO ORDER
2. PLEDGE TO THE FLAG
3. ROLL CALL – Members: Duarte, Halket, Howard, Misheloff, Vonheeder-Leopold
4. SPECIAL ANNOUNCEMENTS/ACTIVITIES
  - New Employee Introduction
5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC)

At this time those in the audience are encouraged to address the Board on any item of interest that is within the subject matter jurisdiction of the Board and not already included on tonight’s agenda. Comments should not exceed five minutes. Speakers’ cards are available from the District Secretary and should be completed and returned to the Secretary prior to addressing the Board. The President of the Board will recognize each speaker, at which time the speaker should proceed to the lectern, introduce him/herself, and then proceed with his/her comment.
6. REPORTS
  - 6.A. Reports by General Manager and Staff
    - Event Calendar
    - Correspondence to and from the Board
  - 6.B. Joint Powers Authority and Committee Reports
  - 6.C. Agenda Management (consider order of items)
7. APPROVAL OF MINUTES
  - 7.A. Regular Meeting Minutes of March 6, 2018  
**Recommended Action:** Approve by Motion
8. CONSENT CALENDAR

Matters listed under this item are considered routine and will be enacted by one Motion, in the form listed below. There will be no separate discussion of these items unless requested by a Member of the Board of Directors or the public prior to the time the Board votes on the Motion to adopt.

8.A. Advance the Foul Air Line Rehabilitation Project (CIP 15-P018) to Fiscal Year Ending 2018  
**Recommended Action:** Approve by Resolution

8.B. Accept the Following Regular and Recurring Reports: Warrant List  
**Recommended Action:** Accept by Motion

9. BOARD BUSINESS

9.A. First Reading: Introduction of Ordinance Revising District Code Section 5.20.120 Regarding Discharge from Self-Regulating Water Softeners  
**Recommended Action:** Introduce Ordinance and Waive Reading by Motion

9.B. Authorize Task Order No. 7 with City of Dublin under the Tri-Valley Intergovernmental Reciprocal Services Agreement  
**Recommended Action:** Approve by Motion

9.C. Adopt Revised Purchasing Policy and Rescind Resolution No. 13-17  
**Recommended Action:** Adopt Policy by Resolution

9.D. Adopt Revised Budget Accountability Policy and Rescind Resolution No. 16-17  
**Recommended Action:** Adopt Policy by Resolution

9.E. Receive Report on Early Payoff of the East Bay Discharge Authority (EBDA) Debt by Livermore-Amador Valley Water Management Agency (LAVWMA)  
**Recommended Action:** Receive Report

9.F. Oppose Senate Bill 623 and Budget Trailer Bill Proposing the "Drinking Water Tax" and Approve a \$10,000 Contribution for the Association of California Water Agencies' Educational Efforts Regarding Possible Negative Consequences of the Tax  
**Recommended Action:** Adopt by Resolution and Approve by Motion

9.G. Receive Presentation on Supervisory Control and Data Acquisition System  
**Recommended Action:** Receive Presentation

9.H. Support DERWA Operations and Maintenance Budget Submittal for Fiscal Year Ending 2019  
**Recommended Action:** Approve by Motion

9.I. Discuss Recycled Water Policy and Provide Direction  
**Recommended Action:** Discuss and Provide Direction

10. BOARD MEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors
- Request New Agenda Item(s) Be Placed on a Future Board or Committee Agenda

11. CLOSED SESSION

11.A. Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: (Two cases.)

12. REPORT FROM CLOSED SESSION
13. ADJOURNMENT

**All materials made available or distributed in open session at Board or Board Committee meetings are public information and are available for inspection at the front desk of the District Office at 7051 Dublin Blvd., Dublin, during business hours, or by calling the District Secretary at (925) 828-0515. A fee may be charged for copies. District facilities and meetings comply with the Americans with Disabilities Act. If special accommodations are needed, please contact the District Secretary as soon as possible, but at least two days prior to the meeting.**

**DUBLIN SAN RAMON SERVICES DISTRICT  
MINUTES OF A REGULAR MEETING OF THE BOARD OF DIRECTORS**

**March 6, 2018**

1. CALL TO ORDER

A regular meeting of the Board of Directors was called to order at 6 p.m. by President Vonheeder-Leopold.

Prior to the call to order, District Secretary Nicole Genzale reported that a Dublin San Ramon Services District/Central Contra Costa Sanitary District Liaison Committee meeting was held earlier today, attended by President Vonheeder-Leopold and Director Halket. In accordance with DSRSD's Day of Service policy, no Director will receive any compensation or stipend for participating in more than one meeting on this date.

2. PLEDGE TO THE FLAG

3. ROLL CALL

Boardmembers present at start of meeting:

President Georgan M. Vonheeder-Leopold, Vice President Madelyne A. (Maddi) Misheloff, Director D.L. (Pat) Howard, Director Edward R. Duarte, and Director Richard M. Halket.

District staff present: Dan McIntyre, General Manager; Carol Atwood, Administrative Services Manager/Treasurer; Judy Zavadil, Engineering Services Manager/District Engineer; Jeff Carson, Operations Manager; Carl P.A. Nelson, General Counsel; and Nicole Genzale, Executive Services Supervisor/District Secretary.

4. SPECIAL ANNOUNCEMENTS/ACTIVITIES

Employee Introductions – None

Special District Leadership Foundation Presentation – District Transparency Certificate of Excellence – Ms. Colleen Haley, Bay Area Network Representative for California Special Districts Association, presented the District's Transparency Certificate renewal to the Board of Directors.

5. PUBLIC COMMENT (MEETING OPEN TO THE PUBLIC) – 6:08 p.m. No public comment was received.

6. REPORTS

6.A. Reports by General Manager and Staff

- Event Calendar – General Manager McIntyre reported on the following:
  - o City of Dublin will host a groundbreaking event for its Safety Complex March 20 at 5:30 p.m. He suggested the March 20 DSRSD Board meeting start at 6:30 p.m. to accommodate Boardmember and staff who would like to attend.
  - o President Vonheeder-Leopold is the recipient of the Dublin Mayor's Award which recognizes an individual for his/her work in the Dublin community. She will be honored at this evening's City Council meeting.



- Correspondence to and from the Board on an Item not on the Agenda – None

6.B. Joint Powers Authority and Committee Reports

Tri-Valley Water Liaison – March 1, 2018

Central Contra Costa Sanitary District Liaison – March 6, 2018

President Vonheeder-Leopold invited comments on recent liaison activities. Director Halket reported the Tri-Valley Water Liaison Committee received a briefing on the joint potable reuse feasibility study and are still supportive of pursuing this supply alternative. He also reported the District and Central Contra Costa Sanitary District (Central San) are discussing possible coordination of wastewater resources to supplement DERWA recycled water supply. The agencies will meet again in three months. Director Duarte reported he and staff attended the Central San Board meeting on March 1 to show support for this proposal.

6.C. Agenda Management (consider order of items) – No changes were made.

7. APPROVAL OF MINUTES

7.A. Regular Meeting Minutes of February 20, 2018

Director Duarte MOVED for the approval of the February 20, 2018 minutes. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

8. CONSENT CALENDAR - None

9. BOARD BUSINESS

9.A. Second Reading: Adopt Ordinance Revising District Code Section Adding Section 7.40.050, Informal Bidding Procedures, and Renumbering as Section 7.40.060 Former Section 7.40.050 Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold read the title of the Ordinance: An Ordinance of Dublin San Ramon Services District Revising the District Code by Adding a New Section 7.40.050, Entitled “Informal Bidding Procedures under the Uniform Public Construction Cost Accounting Act” and Renumbering as Section 7.40.060 Former Section 7.40.050, Policies and Procedures for Purchasing Supplies and Equipment

President Vonheeder-Leopold solicited a Motion to Waive Reading of Ordinance.

Director Howard MOVED to Waive Reading of Ordinance. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

Financial Services Supervisor Vaden reviewed the item for the Board. There was no public comment received.

Director Halket MOVED to adopt Ordinance No. 343, Revising the District Code by Adding a New Section 7.40.050, Entitled “Informal Bidding Procedures Under the Uniform Public Construction Cost Accounting Act” and Renumbering as Section 7.40.060

Former Section 7.40.050, Policies and Procedures for Purchasing Supplies and Equipment. Vice President Misheloff SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.B. Approve Increase in Budgeted Full Time Equivalent (FTE) Staffing for Fiscal Year Ending 2019

Administrative Services Manager Atwood reviewed the item for the Board. The Board agreed the transitional staffing proposal was prudent.

Director Halket MOVED to adopt Resolution No. 13-18, Approving Operating Budget Adjustment for Fiscal Year Ending 2019. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.C. Approve Revised Financial Services Supervisor Job Description and Salary

Administrative Services Manager Atwood reviewed the item for the Board. The Board and staff discussed the current staffing of the Financial Services Division, noting it runs lean, and agreed the staff recommendation was practical.

Vice President Misheloff MOVED to adopt Resolution No. 14-18, Approving the Revised Job Description and Salary Range for the Financial Services Supervisor. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.D. Adopt Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, Requirement for a Public Available Pay Schedule and Rescind Resolution No. 5-18.

Administrative Services Manager Atwood reviewed the item for the Board.

Director Halket MOVED to adopt Resolution No. 15-18, Adopting a Pay Schedule in Accordance with California Code of Regulations, Title 2, Section 570.5, and Rescinding Resolution No. 5-18. Director Howard SECONDED the MOTION, which CARRIED with FIVE AYES.

- 9.E. Support Two Water Bonds on the June and November 2018 Ballots

General Manager McIntyre reviewed the item for the Board. The Board agreed to support the two bonds but noted it did so cautiously after seeing a lack of funding being awarded to agency projects via a recent water bond passed in response to the drought.

Vice President Misheloff MOVED to adopt Resolution No. 16-18, in Support of the 2018 Water Bonds: Proposition 68 and the State Water Supply Infrastructure, Water Conveyance, Ecosystem and Watershed Protection and Restoration and Drinking Water Protection Act of 2018. Director Duarte SECONDED the MOTION, which CARRIED with FIVE AYES.

## 9.F. Discuss Tri-Valley Joint Potable Reuse Feasibility Study Briefing

General Manager McIntyre reviewed the item for the Board. The Board and staff discussed the briefing given at the March 1 Tri-Valley Water Liaison Committee meeting and noted the overall support for the study by the participating agencies. Discussion points also included the Los Vaqueros expansion storage project, supply option cost estimates, potential water supply portfolios, and public outreach efforts. The slide presentations from the Committee meeting were handed out, including an illustration of four possible supply portfolios including just one that would supply enough water should the California WaterFix not come to fruition. The Board agreed that despite the expense the agencies will incur, there is a profound need to find a solution to provide ample supply to the Tri-Valley.

10. BOARDMEMBER ITEMS

- Submittal of Written Reports from Travel and Training Attended by Directors

President Vonheeder-Leopold submitted a written report to Executive Services Supervisor Genzale. She reported she attended the Tri-Valley Water Liaison Committee meeting on March 1 at City of Livermore and summarized the activities and discussions at the meeting.

- Request New Agenda Item(s) Be Placed on a Future Board of Committee Agenda – None

11. ADJOURNMENT

President Vonheeder-Leopold adjourned the meeting at 6:42 p.m.

Submitted by,

Nicole Genzale, CMC  
Executive Services Supervisor/District Secretary



**TITLE:** Advance the Foul Air Line Rehabilitation Project (CIP 15-P018) to Fiscal Year Ending 2018

**RECOMMENDATION:**

Staff recommends the Board of Directors approve, by Resolution, an amendment to the Capital Improvement Program (CIP) Ten-Year Plan for Fiscal Years Ending 2018 through 2027 and the Two-Year Budget for Fiscal Years Ending 2018 and 2019 to advance the Foul Air Line Rehabilitation Project (CIP 15-P018).

**SUMMARY:**

Staff recommends advancing the Foul Air Line Rehabilitation Project (CIP 15-P018) (Project) from the 10-Year CIP Plan to the current Two-Year CIP Budget to address the failing foul air line at the wastewater treatment plant. This Project was originally to be reviewed for rehabilitation in fiscal year 2020 but recent observations indicate that the foul air line requires immediate attention.

The foul air line is a 42-inch diameter corrugated HDPE pipe that conveys odorous air from the bar screen building to the biofilter bed on the west side of the wastewater treatment plant. Staff observed pavement failure around the foul air line manhole located near the southwest corner of Holding Basin #2 at the wastewater treatment plant. There is evidence of foul air leaking out along the pipe alignment. In February 2018, staff entered the foul air line and observed that the top of the foul air line is failing (see the below photograph). The failure is located in the construction travel way for the DERWA expansion project and Digester #4, and is the current access for chemical deliveries to the wastewater treatment plant. Due to the critical location for the existing construction projects, trench plates have been placed to protect the failed area and maintain vehicle access. Advancing the funds will allow staff to begin investigating and provide recommendations for repairs or replacements to the foul air line that would include closed-circuit television and soils investigation in the failed location. Once investigation and recommendations are completed, the Board will be updated on the Project with the possibility of a CIP budget and fund adjustment request to cover anticipated construction expenses.

The project amount of \$350,000 is currently funded through 100% Regional Wastewater Replacement (Fund 310). Advancing the project will not adversely affect the cash flow fund or the approved CIP fund budget limit.



<b>Originating Department:</b> Engineering Services	<b>Contact:</b> J. Yee	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT APPROVING AN AMENDMENT TO THE CAPITAL IMPROVEMENT PROGRAM TEN-YEAR PLAN FOR FISCAL YEARS ENDING 2018 THROUGH 2027 AND THE TWO-YEAR BUDGET FOR FISCAL YEARS ENDING 2018 AND 2019 TO ADVANCE THE FOUL AIR LINE REHABILITATION PROJECT (CIP 15-P018)

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WHEREAS, the Board of Directors approved the District’s Capital Improvement Program (“CIP”) Ten-Year Plan for Fiscal Years Ending (FYE) 2018 through 2027 (“CIP Plan”) on June 6, 2017 to serve as a budgetary planning document providing direction and guidance, in accordance with District policies, for the replacement and improvement of existing District facilities and the construction of new facilities; and

WHEREAS, the Board of Directors adopted the current CIP Two-Year Budget for Fiscal Years Ending 2018 and 2019 (“CIP Budget”) on June 6, 2017 authorizing fund budgets for FYE 2018 and FYE 2019 to meet the District’s capital infrastructure needs; and

WHEREAS, District staff recommends revising the CIP Budget by advancing the Foul Air Line Rehabilitation Project (CIP 15-P018) from the 10-Year CIP Plan to the current CIP Budget; and

WHEREAS, the fund budgets for FYE 2018 and FYE 2019 remain as adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, as follows:

1. Foul Air Line Rehabilitation Project (CIP 15-P018) is hereby advanced from the CIP Ten-year Plan for Fiscal Years Ending 2018 through 2027 (Exhibit A) and incorporated into the CIP Two-Year Budget for Fiscal Years Ending 2018 and 2019.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its Special meeting held on the 20th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgian M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary

## DSRSD CIP 10-Year Plan for FYEs 2018 through 2027

CATEGORY: RESOURCE RECOVERY FACILITIES

Regional Wastewater Replacement (Fund 310)

**CIP No. 15-P018 Foul Air Line Rehabilitation**

**Funding Allocation:** 100% 310

**Project Manager:** Jackie Yee

**Status:** New Project

**Project Summary:**

This project will rehabilitate the foul air line which conveys odorous air from the bar screen building to the biofilter. The foul air is constructed of corrugated plastic line pipeline and the joints have weakened. The foul air has been leaking through the existing pavement and holding basin #2 causing cracking and base failure in the pavement. The foul air line will be assessed for repairs. The rehabilitation may range from sealing joints and sliplining to full replacement, including the reconstruction of the center manhole that is currently inaccessible and making it accessible for future repairs and maintenance. The sealed air line will stop pavement damage, provide more efficient treatment through the biofilter, and decrease foul air escaping into the atmosphere that is sometimes noticed by pedestrians on the nearby trail.

**CEQA:** Categorical Exemption [CEQA Guideline 153012].

**Reference:** Operations staff recommendation.

**Fund Allocation Basis:** Project is required to replace or rehabilitate existing regional wastewater fund assets.

**10-Year Cash Flow and Estimated Project Cost:**

Prior	FYE 18	FYE 19	FYE 20	FYE 21	FYE 22	FYE 23	FYE 24	FYE 25	FYE 26	FYE 27	Future
142,364	350,000	0	0	0	0	0	0	0	0	0	0





**TITLE:** Accept the Following Regular and Recurring Reports: Warrant List

**RECOMMENDATION:**

Staff recommends the Board of Directors accept, by Motion, the attached regular and recurring reports.

**SUMMARY:**

To maximize openness and transparency, to allow the Board to be informed about key aspects of District business, and to provide direction when appropriate, the Board directed that various regular and recurring reports be presented for Board acceptance at regular intervals. This item is routinely presented to the Board at the second meeting of each calendar month.

Reports presented this month for acceptance are noted below and are submitted as attachments to Attachment 1:

Ref A – Warrant list

<b>Originating Department: Administrative Services</b>	<b>Contact: K. Vaden</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$0</b>	<b>Funding Source: N/A</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Summary of Regular and Recurring Reports</b>	
		11 of 84

## SUMMARY OF REGULAR AND RECURRING REPORTS

Ref.	Description	Frequency	Authority	Last Acceptance	Acceptance at this Meeting?	Next Acceptance
A	Warrant List	Monthly	Board Direction	Feb 2018	Yes	April 2018
B	District Financial Statements <sup>1</sup>	Quarterly	Board Direction	Jan 2018		May 2018
C	Low Income Assistance Program Report	Annually – Fiscal Year	Resolution 41-10	July 2017		July 2018
D	Strategic Work Plan Accomplishments Report	Annually – Fiscal Year	Resolution 24-17	July 2017		July 2018
E	Outstanding Receivables Report	Annually – Fiscal Year	District Code 1.50.050	July 2017		July 2018
F	Employee and Director Reimbursements greater than \$100 <sup>2</sup>	Annually – Fiscal Year	CA Government Code 53065.5	July 2017		July 2018
G	Utility Billing Adjustments <sup>3</sup>	Annually – Fiscal Year	Utility Billing Adjustment Policy	August 2017		August 2018
H	Annual Rate Stabilization Fund Transfer Calculation	Annually – After Audit	Financial Reserves Policy	Nov 2017		Dec 2018
I	“No Net Change” Operating Budget Adjustments	As they occur but not more frequently than monthly	Board Direction Budget Accountability Policy (See table below)	Feb 2018		Before end of month after occurrence
J	Capital Outlay Budget Adjustments			May 2016		
K	Capital Project Budget Adjustments			Oct 2014		
L	Unexpected Asset Replacements			Mar 2017		

For the fiscal year ending 2018, the totals for these reports are as follows:

Category	YTD	This Meeting	Total
Capital Outlay Budget Adjustments	\$0	\$0	\$0
Capital Project Budget Adjustments	\$0	\$0	\$0
Unexpected Asset Replacements	\$0	\$0	\$0

<sup>1</sup> Financial statement reporting changed from monthly to quarterly reporting.

<sup>2</sup> Reimbursements also reported monthly in the Warrant List (Item B). Presented to Board as separate agenda item.

<sup>3</sup> Per the policy a report will be presented to the Board if total credits in preceding fiscal year exceeded \$25,000



apCkHistDesc

Check History Description Listing

Page: 1

Printed on: 03/08/2018 3:29PM

Dublin San Ramon Services District

From: 2/11/2018 To: 3/8/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/12/2018	2122018	03718 HR SIMPLIFIED	IRS 125 2017 & 2018 DCA/FSA/POS	2,463.28	2,463.28
02/12/2018	6054667	00591 NEOPOST USA INC.	POSTAGE ADVANCE 02/12/2018	999.43	999.43
02/15/2018	95766	00710 AAI TERMITE & PEST CONTROL	JAN 2018: DO MONTHLY PEST CONTROL 01/18/18: DO PEST CONTROL RODENT SERVICE	147.00 68.00	215.00
02/15/2018	95767	01013 BARRETT BUSINESS SERVICES	A. HARTRICK: W/E 1/21/18 N. POON: WE 1/21/18	819.20 456.96	1,276.16
02/15/2018	95768	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	454.16	454.16
02/15/2018	95769	04727 EVOQUA WATER TECH. LLC	DERWA: MEMCLEAN EXA2 55GAL	1,568.50	1,568.50
02/15/2018	95770	00937 GRAINGER, INC.	CORDLESS JIGSAW; ROLLER LEVER ARM & LIM EPOXY PAINT FOR FERROUS TANK PAINT FOR FERROUS TANK BUILDING WIRE FOR VARIOUS PUMP STATIONS CREDIT FOR FREIGHT FROM ORIGINAL SALES T	257.38 194.78 92.22 57.58 -14.93	587.03
02/15/2018	95771	00937 GRAINGER, INC.	LOTO LOCKS FOR STAFF	125.32	125.32
02/15/2018	95772	04424 GRAYBAR ELECTRIC COMPANY	ELE MATLS/PARTS FOR STOCK ELE MATLS/PARTS FOR BLDG Q UPGRADES REPLT BALLASTS FOR FOF SHOP 8FT FIXTURES PLIERS; ELE MATLS/PARTS FOR STOCK RETURNED: REPLT BALLASTS FOR FOF SHOP 8F	1,100.54 382.20 213.91 211.51 -213.91	1,694.25
02/15/2018	95773	08121 INSITUFORM TECHNOLOGIES, L	16-S021- 12-P003 PP5 RELEASE CSI RETENTI	828,427.96	828,427.96
02/15/2018	95774	01416 MANCO	LAWWMA: REPLT PH PROBES FOR JUNCTION STR	1,498.59	1,498.59
02/15/2018	95775	07109 DANIEL MCINTYRE	MCINTYRE REIMB MILEAGE FOR JAN. 2018	147.15	147.15
02/15/2018	95776	00608 OFFICE TEAM	S MONTAGUE: W/E 02/09/18	733.32	733.32
02/15/2018	95777	04553 PACHECO BROTHERS GARDENI	JAN 2018: MONTHLY LANDSCAPE MAINTENANCE	3,860.00	

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			JAN 2018: DERWA - MONTHLY LANDSCAPE MAIN	75.00	3,935.00
02/15/2018	95778	01293 PK SAFETY SUPPLY	REGULATORS FOR GAS DETECTION MONITOR CAL	786.60	786.60
02/15/2018	95779	01403 PRAXAIR DISTRIBUTION INC 186	CYLINDER RENTAL	77.73	77.73
02/15/2018	95780	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
02/15/2018	95781	08137 1314 VENTURES	REFUND FOR 7932 CRANFORD LN	145.11	145.11
02/15/2018	95782	01738 3T EQUIPMENT COMPANY INC.	10 INSERT M6 ASK CERAMIC & FREIGHT	252.35	252.35
02/15/2018	95783	01738 3T EQUIPMENT COMPANY INC.	8" DEBRIS BASKET W/25' OF ROPE	231.81	231.81
02/15/2018	95784	01482 AAA LOCKSMITHS	LOCKSMITH SERVICE CALL 2/1 BLDG K FACILITY KEY COPIES	391.68 114.71	506.39
02/15/2018	95785	07554 AIRGAS USA, LLC	(4QTY) PROPANE FOR FORKLIFT	263.34	263.34
02/15/2018	95786	02158 AMADOR VALLEY INDUSTRIES	DO GARBAGE SVC - FOR JANUARY 2018	363.06	363.06
02/15/2018	95787	00058 ARROWHEAD MOUNTAIN SPRING	OPS BOTTLED WATER BLDG T 1/16/18 2 5 GAL	28.11	28.11
02/15/2018	95788	00622 AT&T	MANAGED INTERNET SERVICES 1/1/18 - 1/31/ AT&T VIOP SERVICE 1/1/18 1/31/18 AT&T VIOP SERVICE 1/1/18 - 1/31/18	2,234.74 97.81 97.72	2,430.27
02/15/2018	95789	07365 BILL'S ACE TRUCKBOX	FLOOR MATS FOR TRUCK #21	130.49	130.49
02/15/2018	95790	01289 BURLINGAME ENGINEERS INC	LAVWMA SLSS: REPLT CHEMICAL PUMP AND CON	5,384.93	5,384.93
02/15/2018	95791	05605 CALIFORNIA RETAINING WALLS	RTND MTR# 60661157	1,691.65	1,691.65
02/15/2018	95792	07138 CALIFORNIA WATER TECHNOLOG	FERROUS CHLORIDE 1/24/18 41,840/6.98728	4,038.65	4,038.65
02/15/2018	95793	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
02/15/2018	95794	00105 CAL-STEAM	SUPPLIES FOR UNITS #116 & #117: PIPE THR	48.98	48.98
02/15/2018	95795	08036 TZE-CHUAN CHIOU	REFUND 4333 TABLE MOUNTAIN RD	113.26	113.26
02/15/2018	95796	07885 KIM CLARK	REFUND 3207 CENTRAL PKWY	9.09	9.09

## Check History Description Listing

Dublin San Ramon Services District

From: 2/11/2018

To: 3/8/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
02/15/2018	95797	08138 JOHN COURTNEY	REFUND FOR 7582 BONNIEWOOD LN	43.91	43.91
02/15/2018	95798	06788 EBRCSA	EMERGENCY P25 RADIOS:ANNUAL OPERATING FE	2,700.00	2,700.00
02/15/2018	95799	00280 ECOWATER SYSTEMS	LAB WATER SOFTENER EXCHANGE TANKS: OPS M RO TANKS (QTY 2) EXCHANGED QUARTERLY: ME	205.20 17.00	222.20
02/15/2018	95800	00297 ENVIRONMENTAL EXPRESS LTD	LAB CHEMICALS AND SUPPLIES	222.71	222.71
02/15/2018	95801	02656 FASTENAL COMPANY	PPE: FOF PPE VENDING MACHINE RESTOCK PPE: BLDG S VENDING MACHINE RESTOCK PPE: FOF PPE VEND MACHINE RESTOCK PPE: BLDG A VEND MACHINE RESTOCK PPE: BLDG S PPE VENDIMG MACHINE RESTOCK PPE: WWTP BLDG A VENDING MACHINE RESTOC PPE: BLDG A VEND MACHINE RESTOCK	206.73 123.77 91.44 84.56 31.29 27.98 -38.74	527.03
02/15/2018	95802	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
02/15/2018	95803	00328 FRANK A. OLSEN CO.	BUTTERFLY VLVS - RAS CHANNEL REPAIRS, PL	1,202.34	1,202.34
02/15/2018	95804	07366 GO LO PAD, CORP.	PPE: KNEELING PADS	153.92	153.92
02/15/2018	95805	06640 GOLDEN GATE TRUCK CENTER	FLEET: VEHICLE #112 PLUG HARNESS ASSY PARTS FOR VEHICLE #112	113.43 93.93	207.36
02/15/2018	95806	00368 HACH COMPANY	FOD CHEMKEY, 25 PC COPPER	44.02	44.02
02/15/2018	95807	00464 JWC ENVIRONMENTAL	(3QTY) BRUSH & S/S SWM-XE 18IN INLET FOR	1,817.67	1,817.67
02/15/2018	95808	06166 KBA	COPIER FOD/ENGR/MAINT 1/1/18 - 1/31/18	472.23	472.23
02/15/2018	95809	07943 LABWORKS, LLC	LIMS UPGRADE 6.4 TO 6.7 / BARTENDER W/ M	4,323.00	4,323.00
02/15/2018	95810	03958 LIVERMORE AUTO GROUP	FLEET: SPARE KEY FOR #43	44.37	44.37
02/15/2018	95811	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 01/21/18	229.74	229.74
02/15/2018	95812	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/21/18	1,072.00	1,072.00

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Date	Check #	Vendor	Description	Amount Paid	Check Total
02/15/2018	95813	04231 MSC INDUSTRIAL SUPPLY CO	CABINET FOR WATER DEPT OPERATING SUPPLIES	532.81 290.19	823.00
02/15/2018	95814	04796 NAPA AUTO PARTS	OZZY JUICE & MAT FOR SHOP PARTS WASHER VEHICLE CLEANER FLEET: SHOP SUPPLIES-SGLE EDGE BLADES (5	442.08 12.77 9.57	464.42
02/15/2018	95815	00591 NEOPOST USA INC.	NEOPOST QUARTERLY FEE 2/22/18 - 5/21/18	260.81	260.81
02/15/2018	95816	00620 P G & E	FSL AERATORS; LAB HVAC; FLEET - JAN 18	1,947.51	1,947.51
02/15/2018	95817	01195 POWERSTRIDE BATTERY CO., IN	BATTERY 500E	94.26	94.26
02/15/2018	95818	05543 ADMINISTRATORS (PBIA) PREFE	FEBRUARY 2018 - DENTAL	23,001.60	23,001.60
02/15/2018	95819	07727 PURE HEALTH SOLUTIONS, INC.	OPS WATER FILTRATION SYSTEM - 2 WATER UN	131.10	131.10
02/15/2018	95820	04105 R & B COMPANY	10-4' STAINLESS STEEL SOIL PROBE FOD REPAIR PARTS	537.51 80.36	617.87
02/15/2018	95821	06345 RON DUPRATT FORD	VEHICLE #21 PARTS FLEET: #68 D/S/ SEATBELT KEYS FOR VEHICLE #43	741.45 242.04 9.53	993.02
02/15/2018	95822	08339 SAN FRANCISCO ELEVATOR INC	ELEVATOR MAINTENANCE - FEBRUARY	475.00	475.00
02/15/2018	95823	02015 SHERWIN-WILLIAMS CO	LAVWMA: PAINTS	188.40	188.40
02/15/2018	95824	08023 ATTN: TOM MAJIC THE BACKFLO	BACKFLOW TESTING AND REPAIR 9/22/17 SERV	580.00	580.00
02/15/2018	95825	01016 THE BANK OF NEW YORK MELLC	2/01/17-12/28/17 AUDIT FEE	100.00	100.00
02/15/2018	95826	00862 TIFCO INDUSTRIES	HEX NUTS FOR STOCK	69.14	69.14
02/15/2018	95827	06447 TYLER BUSINESS FORMS	2017 1095C FORMS	52.67	52.67
02/15/2018	95828	01222 UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
02/15/2018	95829	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40

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02/15/2018	95830	06004 VANGUARD CLEANING SYSTEM	JANITORIAL: INTERIOR WINDOWS CLEANING @ JANITORIAL: DETAILED DUSTING @ DO ON 12/	1,276.00 199.00	1,475.00
02/15/2018	95831	00920 VASCO ROAD LANDFILL	GRIT PICK-UP 1/19 1195949 1/23 1196459 1	860.79	860.79
02/15/2018	95832	00924 VERIZON WIRELESS	CELL PHN SVC AND EQUPTMNT CHARGES 1/4/1	3,966.16	3,966.16
02/15/2018	95833	08382 JAMES WALTON	REFUND FOR 6723 POPLAR WAY	247.16	247.16
02/15/2018	95834	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES JANITORIAL SUPPLIES: DIAL BODY WASH SPRI	690.45 77.26	767.71
02/15/2018	95835	00957 WEST YOST & ASSOCIATES	16-W009 - T.O. NO. OC-9 11/4/17 - 1/5/18 16-R018 TO NO. OC-6 PROF SERV 12/2/17 - TO OC-4 SSMP UPDATE 16-R014 - TASK ORDER NO. OC-10 12/2/17	5,611.00 4,400.00 3,801.55 2,257.50	16,070.05
02/15/2018	95836	08147 YONGMEI YANG	REFUND FOR 4069 KINSALE ST	48.98	48.98
02/15/2018	95837	00987 ZONE 7 WATER AGENCY	JANUARY 2018 CONNECTION FEES	1,249,557.30	1,249,557.30
02/16/2018	8101	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	690.46	690.46
02/16/2018	21618607	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	53,120.87	53,120.87
02/16/2018	1001017734	00494 PERS	RETIREMENT: PAYMENT	97,337.19	97,337.19
02/20/2018	2202018	03718 HR SIMPLIFIED	IRS 125 2017 & 2018 POS	4,732.96	4,732.96
02/20/2018	64467861	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	144,570.24	144,570.24
02/20/2018	871652416	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	29,068.02	29,068.02
02/22/2018	95838	00710 AAI TERMITE & PEST CONTROL	LAVWMA PEST CONTROL FEB 18 PS4-FOD PEST CONTROL JAN 18	74.00 45.00	119.00
02/22/2018	95839	03460 ACCO ENGINEERED SYSTEMS II	INSTALL NEW SPLIT HVAC SYSTEM @ DO BUILD	4,992.00	4,992.00
02/22/2018	95840	00031 ALLIED FLUID PRODUCTS CORP	SPARE EXPANSION JOINTS FOR PS 300A (REBI NEOPRENE STRIPPING FOR CLARIFIER #1 SCUM	1,193.35 491.14	

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			RETURN FROM ORIG INV #INV22805: WRONG IT	-1,193.35	491.14
02/22/2018	95841	01013 BARRETT BUSINESS SERVICES	A. HARTRICK: W/E 1/28/18	819.20	
			N. POON: WE 01/28/18	413.44	1,232.64
02/22/2018	95842	00099 BUCKLES-SMITH ELECTRIC CO	FY2018 ROCKWELL ASSURANCE INTEGRATED SUP	18,379.12	18,379.12
02/22/2018	95843	04691 INC. EQUIFAX INFORMATION SV	EQUIFAX	341.64	341.64
02/22/2018	95844	00937 GRAINGER, INC.	TOOLS: STUBBY COMBO WRENCH SET FOR SCADA	288.42	
			NEW MOTOR FOR CHLORINE CONTACTOR SAMPLE	214.21	
			CALIPER MICROMETER FOR MEASURING MOTOR	48.54	
			T20 HARDENED TORX BIT FOR TRANSFORMER #2	5.20	
			RETURN: NEW MOTOR FOR CHLORINE CONTACTOR	-163.57	392.80
02/22/2018	95845	00937 GRAINGER, INC.	PPE: EAR MUFFS	106.85	106.85
02/22/2018	95846	04424 GRAYBAR ELECTRIC COMPANY	ELE J-BOXES FOR STOCK	1,022.23	
			STRUCT FOR FLEET SHOP EQUIPMENT MOUNTING	65.08	1,087.31
02/22/2018	95847	06791 HYLAND SOFTWARE, INC.	PROFESSIONAL SERVICES - SOFTWARE UPGRADE	645.00	645.00
02/22/2018	95848	02076 NORTHERN TOOL & EQUIPMENT	TOOLS: FUEL HEDGE TRIMMER FOR FACILITIES	168.99	
			WATER STORAGE TANK FOR FACILITY	149.99	318.98
02/22/2018	95849	00608 OFFICE TEAM	S MONTAGUE: W/E 02/16/18	1,038.87	1,038.87
02/22/2018	95850	04553 PACHECO BROTHERS GARDENI	FEB 2018: MONTHLY LANDSCAPE MAINTENANCE	3,860.00	3,860.00
02/22/2018	95851	00843 THE COVELLO GROUP INC	16-R014 TO NO. 1 1/1/18 - 1/31/18	104,960.77	
			16-S021 TO NO. OC-8 1/1/18 - 1/31/18	6,324.53	
			18-P012 TO OC-11 1/1/18 - 1/31/18	4,290.00	
			16-P028 TO OC-10 1/1/18 - 1/31/18	2,013.75	117,589.05
02/22/2018	95852	05026 UNIVAR USA INC.	1/27/18 WWTP HYPO 4649.00 G	2,392.22	
			1/31/18 WWTP HYPO 4646.00 G	2,390.69	4,782.91
02/22/2018	95853	06643 WEIR TECHNICAL SERVICES	MANAGEMENT SERVICES - JANUARY 2018	9,080.12	9,080.12

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02/22/2018	95854	00019 A-1 ENTERPRISES	LAVWMA - WEEKLY STREET SWEEPING JAN' 18	220.00	220.00
02/22/2018	95855	00007 AA FIRE SYSTEMS, INC.	QRTLW WET SPRINKLER TESTING - BLDG T & S	390.00	
			QRTLW WET SPRINKLER TESTING - FOF	225.00	
			QRTLW WET SPRINKLER TESTING - DERWA	225.00	
			QRTLW WET SPRINKLER TESTING - BLDG A	225.00	
			QRTLW WET SPRINKLER TESTING - DISTRICT O	225.00	1,290.00
02/22/2018	95856	07772 ABACUS IMT, INC.	SPARE CO-GEN CATALYST ELEMENT	4,934.55	4,934.55
02/22/2018	95857	02326 ABPA	S. OLSON - 2018 MEMBERSHIP RENEWAL FOR U	75.00	75.00
02/22/2018	95858	00991 ACCU STANDARD, INC.	200.8 CAL 1-1	275.94	
			200.8 CAL 2-1	85.17	361.11
02/22/2018	95859	06629 ADVANTAGE PROPERTY MANAG	REFUND FOR 5286 CAMPUS DR	72.57	72.57
02/22/2018	95860	08199 ALL CLEAN HAZARDOUS WASTE	HAZMAT DISPOSAL - AMMONIA	970.36	970.36
02/22/2018	95861	03813 AT&T CONFERENCING	16-A002 TELECONFERENCE SVCS JANUARY 2018	48.61	48.61
02/22/2018	95862	00091 BOLD, POLISNER, MADDOW, NEI	MONTHLY LEGAL SERVICES - 01/2018	13,743.85	13,743.85
02/22/2018	95863	01266 CALIFORNIA HYDRONICS CORP	REPLT WEIL SEWAGE PUMP FOR INFLUENT ROOM	6,900.00	6,900.00
02/22/2018	95864	03997 CORRPRO COMPANIES, INC.	LAVWMA: JAN 2018 FOLLOW-UP AS-NEEDED SER	6,535.56	
			LAVWMA: PROF SERVICES FOR 749+70 TEST ST	1,463.80	7,999.36
02/22/2018	95865	00014 COUNTY OF ALAMEDA	FY 2017 FUELING - FOD/INSP/CFRS - DEC. 2	2,533.20	2,533.20
02/22/2018	95866	00232 DELUXE BUSINESS FORMS & SL	(5000) LASER BOTTOM CHECKS	815.76	815.76
02/22/2018	95867	05324 DU-ALL SAFETY, LLC	ELECTRICAL SFTY PROG DEV - PROGRESS PYMN	1,450.00	1,450.00
02/22/2018	95868	00320 FLO-LINE TECHNOLOGY INC	REPLT STATOR FOR TWAS PUMP #1	3,715.40	3,715.40
02/22/2018	95869	06320 FORDERER CORNICE WORKS IN	REPLT DOORS FOR BLDG A & K	4,619.13	4,619.13
02/22/2018	95870	06732 HIRERIGHT, INC.	EMPLOYMENT BACKGROUND SCREENING SERVICES	232.11	232.11



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02/22/2018	95871	08438 IM PROPERTIES INC	REFUND FOR 7772 STARWARD DR	179.52	179.52
02/22/2018	95872	08443 INSZOOM.COM	REFUND FOR 1011 NANCY LN	206.17	206.17
02/22/2018	95873	07848 LLP JARVIS, FAY, DOPORTO & GI	GENERAL COUNSEL SVCS - JANUARY 2018	4,056.50	4,056.50
02/22/2018	95874	00464 JWC ENVIRONMENTAL	REPLT ROTOR ASSY FOR WEST WASHER COMPACT	9,996.39	9,996.39
02/22/2018	95875	00468 KAMAN INDUSTRIAL TECHNOLO	COUPLING ELEMENT FOR SLUDGE PUMP #1	218.78	218.78
02/22/2018	95876	00474 KEN GRADY CO. INC.	DERWA: CHLORINE ANALYZER FOR DERWA EFFLU	2,045.82	2,045.82
02/22/2018	95877	08442 LAWRENCE LU	REFUND FOR 3114 AMARYLLIS CIR	201.00	201.00
02/22/2018	95878	07614 MAHLER CONSULTING SERVICE	TASK ORDER NO. OC-5 JANUARY 16 - 31	11,905.00	
			2017-2018 DEVELOPMENT PROJECT JANUARY 16	11,600.00	23,505.00
02/22/2018	95879	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 01/28/18	437.60	437.60
02/22/2018	95880	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 01/28/18	1,608.00	1,608.00
02/22/2018	95881	04231 MSC INDUSTRIAL SUPPLY CO	TOOLS: CORDLESS COMBO DRILL.DRIVER AND I	362.20	
			(4QTY) REPLT OIL LEVEL SIGHT GLASS FOR R	262.51	
			PARTS FOR CLARIFIER #1 SCUM SKIMMER; MET	167.67	792.38
02/22/2018	95882	04796 NAPA AUTO PARTS	BOAT MOTOR FUEL	57.33	57.33
02/22/2018	95883	00582 NATIONAL NOTARY ASSOCIATIO	S. TOM - NOTARY ERRORS AND OMISSIONS INS	156.00	156.00
02/22/2018	95884	08391 ANDRE NIDENS	REFUND FOR 2257 KEATS LN	16.49	16.49
02/22/2018	95885	00620 P G & E	LAWWMA PS FEEDER A FEB '18	96,220.21	
			LAWWMA PS FEEDER B FEB '18	27,140.03	
			MISC PUMP STNS; DUB LIFT STN; COMM CIR E	16,267.50	
			LAWWMA PIPELINE & LIVERMORE LINE FEB '18	717.38	
			RESERVOIR 3A ELECTRICITY - JAN 2018	44.12	140,389.24
02/22/2018	95886	04211 PLATT ELECTRIC SUPPLY	(40QTY) PILOT LAMP LED SUBSTITUTE	172.62	172.62
02/22/2018	95887	06345 RON DUPRATT FORD	FLEET: FILTERS FOR SHOP STOCK	408.88	408.88



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02/22/2018	95888	08441 RAKESH SHAH	REFUND FOR 2827 E COG HILL TER	18.34	18.34
02/22/2018	95889	02015 SHERWIN-WILLIAMS CO	LAWWMA: PAINTS FOR PUMPS	228.44	228.44
02/22/2018	95890	08440 JAMES SUTH	REFUND FOR 5338 S DUBLIN RANCH DR	48.74	48.74
02/22/2018	95891	05824 TJC AND ASSOCIATES, INC.	17-A007 ELECTRICAL DESIGN & CONSTR SVCS	4,270.57	4,270.57
02/22/2018	95892	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC - 2/1/18	947.20	947.20
02/22/2018	95893	07140 USA FLEET SOLUTIONS	FEB 2018: FLEET GPS TRACKING SYSTEM	1,733.75	1,733.75
02/22/2018	95894	06004 VANGUARD CLEANING SYSTEM	FEB 2018: WWTP - JANITORIAL SERVICES	3,045.00	
			FEB 2018: DO - JANITORIAL SERVICES	2,675.00	
			FEB 2018: FOD - JANITORIAL SERVICES	1,895.00	7,615.00
02/22/2018	95895	00928 VINCENT ELEC MOTOR CO., INC	CHLOR-O-VAC MOTOR REPAIR FOR CHLORINE CO	2,462.97	
			REPLT MOTORS FOR LAB FUME HOODS	1,128.62	3,591.59
02/22/2018	95896	00933 VWR INTERNATIONAL, INC.	LAB CHEMICALS AND SUPPLIES	700.81	
			LAB CHEMICALS AND SUPPLIES	594.44	
			EPA 200.8 SOL A	171.79	
			EPA 200.8 TUNING STANDARD	110.59	
			PHENYLARSINE OXIDE	94.74	
			LAB CHEMICALS AND SUPPLIES	60.66	
			LAB CHEMICALS AND SUPPLIES	50.21	1,783.24
02/22/2018	95897	08423 WATERTALENT LLC	J. BALLOU: WE 01/28/18	7,656.00	7,656.00
02/22/2018	95898	08439 ZIHONG WEN	REFUND FOR 6959 ATLAS PEAK DR	111.72	111.72
02/22/2018	95899	00957 WEST YOST & ASSOCIATES	16-S001 TASK ORDER NO. 2 PROF SVCS 12/2	33,927.50	33,927.50
02/22/2018	95900	00987 ZONE 7 WATER AGENCY	2018 DOUGHERTY VALLEY SURCHARGE	1,539,680.23	1,539,680.23
02/26/2018	2262018	03718 HR SIMPLIFIED	IRS 125 2017 & 2018 DCA/FSA/POS	5,053.70	5,053.70
03/01/2018	95901	00710 AAI TERMITE & PEST CONTROL	DEC 2017: DO MONTHLY PEST CONTROL	147.00	147.00

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03/01/2018	95902	00031 ALLIED FLUID PRODUCTS CORP	MECHL SEAL REPAIR & ROTATING SEAL SLEEVE	495.23	495.23
03/01/2018	95903	01013 BARRETT BUSINESS SERVICES	A. HARTRICK: W/E 2/4/18	819.20	819.20
03/01/2018	95904	01013 BARRETT BUSINESS SERVICES	N. POON: WE 02/04/18 J. HAYES: WE 02/04/18	413.44 281.91	695.35
03/01/2018	95905	00103 C. OVERAA & CO.	16-R014 PP 12 JANUARY 1 - 31 2018	784,148.26	784,148.26
03/01/2018	95906	03614 CAROLLO ENGINEERS INC.	07-3203 TO NO. 2 1/1/18 - 1/31/18 16-R014 TO NO. OC-12 ENGINEER'S REPORT	17,916.50 9,335.96	27,252.46
03/01/2018	95907	03614 CAROLLO ENGINEERS INC.	16-A002 TO NO. 0C-10 1/1/18 - 1/31/18	15,662.50	15,662.50
03/01/2018	95908	00937 GRAINGER, INC.	SHELVING FOR FLEET BUILDING PALLET JACK CORD REEL FOR FOF BUILDING TRUEK BATTERY DERWA: NIPPLES & STREET ELBOWS FOR MF ST	2,106.73 451.17 436.01 148.83	3,142.74
03/01/2018	95909	00937 GRAINGER, INC.	PPE: HIP WADERS FOR A. GARCIA PPE: HIP WADERS FOR R. BAKER	145.13 145.13	290.26
03/01/2018	95910	04424 GRAYBAR ELECTRIC COMPANY	ELE TOOLS: FISH STEEL, T-STRIPPERS & DRI (20QTY) REPLT LIGHTING BALLAST FOR STOCK ALTERNATOR RELAY FOR INFLUENT ROOM SUMP	1,748.47 226.68 96.02	2,071.17
03/01/2018	95911	00362 GSE CONSTRUCTION CO., INC.	07-3203 PP 6 JANUARY 1 - JANUARY 31 2018	462,178.25	462,178.25
03/01/2018	95912	01242 INFO SEND, INC	UB BILLING PRINTING/MAILING SERVICES FEB	5,158.17	5,158.17
03/01/2018	95913	00439 IUOE LOCAL 39	LOCAL 39 UNION DUES: PAYMENT	4,998.75	4,998.75
03/01/2018	95914	04594 MCCAMPBELL ANALYTICAL INC	LAB TEST FOR GRIT TANK SLUDGE	673.13	673.13
03/01/2018	95915	00608 OFFICE TEAM	S MONTAGUE: W/E 02/23/18	896.28	896.28
03/01/2018	95916	04973 NATERCIA SAUCEDA	CASE ID FL364781: PAYMENT	111.23	111.23
03/01/2018	95917	02470 SHRED-IT USA LLC	SHREDDING SERVICE - FEBRUARY 2018 INVOI	106.47	106.47

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Date	Check #	Vendor	Description	Amount Paid	Check Total
03/01/2018	95918	00762 TESTAMERICA LABORATORIES I	LAB ANALYSES LAB ANALYSES	27.50 27.50	55.00
03/01/2018	95919	00843 THE COVELLO GROUP INC	07-3203 TO NO. OC-9 1/1/18 - 1/31/18	44,756.93	44,756.93
03/01/2018	95920	05026 UNIVAR USA INC.	WWTP HYPO 4811.00G 2-4-18 SOD HYPO FOR WWTP OPS 2-5-18 4503.00 GL	2,475.58 2,317.09	4,792.67
03/01/2018	95921	00019 A-1 ENTERPRISES	WWTP BI-WEEKLY STREET SWEEPING	170.00	170.00
03/01/2018	95922	07554 AIRGAS USA, LLC	FEB 2018: CYLINDER RENTAL - ACETYLENE, A	84.44	84.44
03/01/2018	95923	06552 BILLING SOLUTIONS INC. AMERI	AQUAHAWK CUSTOMER PORTAL 3/1/18 - 4/1/18	2,421.00	2,421.00
03/01/2018	95924	08455 MICHELE ANDREETTA	REFUND FOR 8700 AUGUSTA CT	104.92	104.92
03/01/2018	95925	06349 ARCSINE ENGINEERING	17-A007 TO NO. 2 1/1/18 - 1/31/18 16-A002 ARCSINE TO NO. OC-3 1/1/18 - 1/3 16-R014 TO NO. OC-4 PROF SVCS 1/1/18 - 1	13,558.52 5,047.20 896.30	19,502.02
03/01/2018	95926	00622 AT&T	C3 - TELE SVCS 1/13/18 - 2/12/18 C3 - T1 CC DO T1 X 2 THRU 1/13/18 - 2/12 C3 - T1 WWTP TO PS300 DV THRU 1/13/18 -	1,109.00 328.58 241.25	1,678.83
03/01/2018	95927	00622 AT&T	LAWWMA PS PHONE & DSL FEB 18'	417.87	417.87
03/01/2018	95928	08459 MICHAEL AU	REFUND FOR 3720 GLEASON DR	16.17	16.17
03/01/2018	95929	00107 CALCO FENCE, INC.	REMOVE & REPLACE 485 LINEAR FEET OF 3 ST	2,351.00	2,351.00
03/01/2018	95930	07138 CALIFORNIA WATER TECHNOLO	FERROUS CHLORIDE 12/13/17 41,500/6.7022	3,873.90	3,873.90
03/01/2018	95931	01085 CALPERS LONG-TERM CARE PR	LONG-TERM CARE: PAYMENT	68.12	68.12
03/01/2018	95932	08464 MANE CHEN	REFUND FOR 5301 PEMBROKE WAY	27.00	27.00
03/01/2018	95933	08462 ZIA CHERNYAK	REFUND FOR 1170 ARROWFIELD WAY	12.77	12.77
03/01/2018	95934	08465 CRATUS HOMES LLC	REFUND FOR 717 PRESTWICK CT	126.79	126.79

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03/01/2018	95935	00212 CUMMINS PACIFIC LLC.	PARTS FOR 403G & 414G	59.67	59.67
03/01/2018	95936	01156 CWEA	ONLINE JOB POSTING - WWSO II-IV RECRUITM	285.00	
			ONLINE JOB POSTING - SR ELECTRICIAN RECR	285.00	570.00
03/01/2018	95937	00237 DERWA	DERWA OPERATING - JAN 2018	20,597.54	20,597.54
03/01/2018	95938	06700 DETECTOR SERVICE CENTER, II	DETECTOR WIPE TEST	35.00	35.00
03/01/2018	95939	08029 ATTN: TREASURY MANAGEMEN	16-R014 PP 12 OVERAA ESCROW ACCT	41,272.54	41,272.54
03/01/2018	95940	06534 FASTRAK	CARPOOL FEE 01/29/18	0.50	0.50
03/01/2018	95941	00314 FEDEX	WWTP FEDEX SHIPPING CHARGES FEB 18	38.58	
			HR SHIPPING CHARGES	33.53	
			WWTP FEDEX SHIPMENT 2-18	12.89	85.00
03/01/2018	95942	02914 STATE OF CALIFORNIA FRANCHI	FRANCHISE TAX BOARD: PAYMENT	150.00	150.00
03/01/2018	95943	00352 GOLDEN STATE FLOW MEASURE	160 5/8" METERS	20,888.60	
			GSFM - ENDPOINTS	14,950.86	
			CREDIT FOR METER TRADE IN'S	-812.55	35,026.91
03/01/2018	95944	07137 GOODYEAR COMMERCIAL TIRE	TIRES FOR VEHICLE #73	153.66	153.66
03/01/2018	95945	06247 GROENIGER & CO	MISC REPAIR PARTS	1,194.82	1,194.82
03/01/2018	95946	08457 YENFEI HSIEH	REFUND FOR 4193 GOODYEARS RD	112.14	112.14
03/01/2018	95947	00424 INDUSTRIAL SAFETY SUPPLY	PPE: AMMONIA RESPIRATOR CARTRIDGES	125.64	125.64
03/01/2018	95948	01225 KAESER COMPRESSORS, INC	LAWWMA: AIR FILTERS FOR AIR COMPRESSORS	204.56	204.56
03/01/2018	95949	00468 KAMAN INDUSTRIAL TECHNOLO	PARTS FOR INFLUENT PUMP REBUILD - PARTIA	2,718.19	
			PARTS FOR INFLUENT PUMP REBUILD-PARTIAL	1,231.63	
			BELTS FOR RAS PUMPS; BEARING FOR SLUDGE	536.16	
			(6QTY) V-BELTS FOR RAS PUMPS	369.89	
			(6QTY) V-BELTS FOR SCUMP PUMP	216.12	5,071.99

## Check History Description Listing

Dublin San Ramon Services District

From: 2/11/2018

To: 3/8/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/01/2018	95950	00486 KOFFLER ELECTRIC/MECH	DERWA: CHLOR-A-VAC MOTOR REPAIR FOR HYPO CHLOR-A-VAC MOTOR REPAIR FOR CHLORINE CO	1,486.88 1,486.88	2,973.76
03/01/2018	95951	03730 KRAMER WORKPLACE INVESTIC	EMPLOYMENT RELATED LEGAL SERVICES	3,003.00	3,003.00
03/01/2018	95952	07107 LEIDOS ENGINEERING LLC	RTND MTR#64727122	522.85	522.85
03/01/2018	95953	00509 LIEBERT CASSIDY WHITMORE	GENERAL LEGAL FEES (01/18) EMPLOYMENT RELATED LEGAL SERVICES (01/18)	2,749.00 28.50	2,777.50
03/01/2018	95954	03127 LUHDORFF & SCALMANINI	DLD GROUNDWATER MONITORING: REVIEW ANNUA	220.00	220.00
03/01/2018	95955	07264 MANPOWERGROUP US INC.	M. ZAKLAN: WE 02/04/18	426.66	426.66
03/01/2018	95956	01272 MCH ELECTRIC	REFUND FOR METER# 64024462	1,363.40	1,363.40
03/01/2018	95957	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 02/04/18	1,348.38	1,348.38
03/01/2018	95958	08463 ELIZABETH MORENO	REFUND FOR 9736 BELLADONNA DR	67.08	67.08
03/01/2018	95959	08452 MEGAN MORRIS	REFUND FOR 6863 IONE WAY	185.29	185.29
03/01/2018	95960	08456 RHONDA MORRIS	REFUND FOR 7068 N MARIPOSA LN	220.44	220.44
03/01/2018	95961	04231 MSC INDUSTRIAL SUPPLY CO	CABLES FOR FSL MIXERS' ARM PPE: EAR MUFFS	470.78 279.07	749.85
03/01/2018	95962	04796 NAPA AUTO PARTS	PARTS FOR VEHICLE #73 FLEET: VEHICLE #75 LIFT SUPPORT UNIV PAR FLEET: FILTERS FOR 402G FLEET: REPLACED BROKEN FLASHLIGHT BOAT MOTOR SPARK PLUGS	228.44 43.31 33.58 17.46 9.92	332.71
03/01/2018	95963	00595 NEWARK ELECTRONICS	LOW CURRENT A/C CLAMP ON VOM FOR IQA'S	175.84	175.84
03/01/2018	95964	02109 ONE HOUR DELIVERY SERVICE,	ONE HOUR DELIVERY - BOARD PACKETS 2/2/18 ONE HOUR DELIVERY - BOARD PACKETS 1/12/1	97.00 97.00	194.00
03/01/2018	95965	00620 P G & E	MISC PUMP STATIONS, RESERVOIRS, TO'S ELE	27,723.80	

## Check History Description Listing

Dublin San Ramon Services District

From: 2/11/2018

To: 3/8/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
			PUMP STATION R200A ELEC - FEB 2018	1,439.10	
			RESERVOIR R200 DERWA TANK 2 ELEC - FEB 2	33.47	29,196.37
03/01/2018	95966	04261 PAX WATER TECHNOLOGIES, IN	MONOCLOR RCS TRAINING	2,500.00	
			SERVICE KIT, TRANSMITTER, FLOWLINE ULTRA	653.00	3,153.00
03/01/2018	95967	08460 SONJA PENTICUFF	REFUND FOR 4911 COLCHESTER CT	8.82	8.82
03/01/2018	95968	04211 PLATT ELECTRIC SUPPLY	NEW PLUGS/RECEPTACLES FOR NEW FSL MIXERS	612.04	
			SPARE MOTOR STARTING RELAY FOR LIFT STAT	74.29	686.33
03/01/2018	95969	05475 PRESIDIO SYSTEMS, INC.	ON-CALL CCTV INSPECTION SERV CAMP PARKS	1,000.00	1,000.00
03/01/2018	95970	00680 QUENVOLD'S SAFETY SHOEMOI	BLOHMAN: SAFETY SHOES	119.63	119.63
03/01/2018	95971	04105 R & B COMPANY	2 4' STAINLESS STEEL SOIL PROBES	144.71	
			CREDIT FOR FREIGHT ON S1701099.002	-14.93	129.78
03/01/2018	95972	06345 RON DUPRATT FORD	VEHICLE 68 PARTS	211.69	211.69
03/01/2018	95973	05841 SABAH INTERNATIONAL, INC.	FACILITY FIRE ALARM SYSTEM INSPECTION -	577.50	577.50
03/01/2018	95974	04044 SCOTT VALLEY BANK	07-3203 PP 6 - ESCROW 13501033	24,326.75	24,326.75
03/01/2018	95975	06918 SILVER CREEK PROPERTY MGM	REFUND FOR 7987 BELLINA ST	111.49	111.49
03/01/2018	95976	08461 BENNY SIMAN-TOV	REFUND FOR 6220 MAIN BRANCH RD	31.13	31.13
03/01/2018	95977	00800 STATE BOARD OF EQUALIZATIOI	ACCT NO. 44-036648 UST MAINTENANCE FEE R	32.58	32.58
03/01/2018	95978	08453 STUART STEELE	REFUND FOR 6836 AMADOR VALLEY BLVD	194.64	194.64
03/01/2018	95979	00837 TELSTAR INSTRUMENTS, INC.	REPLT PARTS FOR CHLOR-A-VAC PUMP IN CONT	6,267.01	6,267.01
03/01/2018	95980	08407 SHOBHIT THAKUR	REFUDN FOR 9627 CAMASSIA WAY	100.00	100.00
03/01/2018	95981	08454 JEFF & MELISSA THOMPSON	REFUND FOR 6614 EBENSBURG LN	78.00	78.00
03/01/2018	95982	05417 TNT ENTERPRISES	RIGGER & SIGNALING TRAINING	1,200.00	1,200.00
03/01/2018	95983	00891 U S POSTMASTER - DUBLIN	12 MONTH RENTAL - PO BOX CC 2018	296.00	296.00

Printed on: 03/08/2018 3:29PM

Dublin San Ramon Services District

From: 2/11/2018

To: 3/8/2018

Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/01/2018	95984	01806 U.S. BANK	COPIER LEASE LAB/CUST SVC/ EXEC -DEC - M	1,445.35	1,445.35
03/01/2018	95985	01222 UNITED STATES TREASURY	GARNISHMENT - IRS: PAYMENT	420.50	420.50
03/01/2018	95986	00556 UNITED WAY OF THE BAY AREA	UNITED WAY: PAYMENT	207.40	207.40
03/01/2018	95987	06004 VANGUARD CLEANING SYSTEM	STRIPPED & WAXED FLOORS IN BLDG A STAIRW	1,375.00	1,375.00
03/01/2018	95988	08458 MURALI VEGIRAJU	REFUND FOR 5729 IDLEWOOD ST	87.69	87.69
03/01/2018	95989	00933 VWR INTERNATIONAL, INC.	NEODISHER FLA	204.88	204.88
03/01/2018	95990	08423 WATERTALENT LLC	J. BALLOU: WE 02/04/18	6,264.00	6,264.00
03/01/2018	95991	08439 ZIHONG WEN	REFUND FOR 6959 ATLAS PEAK DR	101.74	101.74
03/01/2018	95992	00957 WEST YOST & ASSOCIATES	17-P004 TO NO. 1 DEC 2 - JAN 5	51,448.03	51,448.03
03/01/2018	95993	00987 ZONE 7 WATER AGENCY	JANUARY TREATED WATER SERVICE DOUGHTERY VALLEY O&M CHARGES 7/1/17 TO 1	929,036.73 7,905.06	936,941.79
03/01/2018	608030118	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	40.00	40.00
03/02/2018	67696192	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	40.00	40.00
03/02/2018	194618929	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	264.52	264.52
03/05/2018	8102	05511 CALIFORNIA STATE	CHILD SUPPORT GARNISHMENT: PAYMENT	690.46	690.46
03/05/2018	3052018	03718 HR SIMPLIFIED	IRS 125 2017 & 2018 POS	2,292.06	2,292.06
03/05/2018	607030518	01098 NATIONWIDE RETIREMENT SOLI	NATIONAL DEFERRED COMPENSATION: PAYMENT	53,547.76	53,547.76
03/05/2018	1001027530	00494 PERS	RETIREMENT: PAYMENT	98,031.00	98,031.00
03/06/2018	43931967	00558 IRS - PAYROLL TAXES	FEDERAL WITHHOLDING TAXES: PAYMENT	152,828.11	152,828.11
03/06/2018	977796160	00559 EDD - PAYROLL	CALIFORNIA STATE TAXES: PAYMENT	30,985.17	30,985.17
03/08/2018	95994	01076 ALSCO INC	FOD MAT & TOWEL SERVIE FEB' 2018 WWTP FEB' 18 MAT & TOWEL SERVICE DO MAT & TOWEL SERVICE JANUARY & FEBRUAR	422.80 419.28 306.88	1,148.96



Bank code: apbank

Date	Check #	Vendor	Description	Amount Paid	Check Total
03/08/2018	95995	01954 ANDERSON'S UNIFORMS	UNIFORM ITEMS: D.LEONARDO	887.90	
			UNIFORM ITEMS: S. SARGIOTTO	808.69	
			UNIFORM ITEMS: J. HENDRYX	804.19	
			UNIFORM ITEMS: K. BAXTER	762.63	
			UNIFORM ITEMS: R. ROBLES	701.76	
			UNIFORM ITEMS: T. JOHNSON	690.51	
			UNIFORM ITEMS: E. GUTIERREZ	670.47	
			UNIFORM ITEMS: A. ORTEGA	647.31	
			UNIFORM ITEMS: S. ROBERSON	646.39	
			UNIFORM ITEMS: M. DELA ROSA	497.71	
			UNIFORM ITEMS: I. LOPEZ	491.77	
			UNIFORM ITEMS: R. LAWRENCE	409.16	
			UNIFORM ITEMS: ED PADILLA	300.70	
			UNIFORM ITEMS: J. HOLGUIN	275.89	
			UNIFORM ITEMS: A. ORTEGA	240.55	8,835.63
03/08/2018	95996	06349 ARCSINE ENGINEERING	16-A005 POWER DISTRIBUTION SYSTEM 1/1/18	5,833.30	5,833.30
03/08/2018	95997	01676 BANK OF AMERICA	BANK ANALYSIS - JANUARY 2018	107.30	107.30
03/08/2018	95998	05646 BEST BEST & KRIEGER	DEFERRED COMP 457(B) PLAN LEGAL ASSESSME	2,000.00	2,000.00
03/08/2018	95999	03000 CALIFORNIA-NEVADA SECTION-	OLSON - CROSS-CONNECTION CERT RENEWAL 20	80.00	80.00
03/08/2018	96000	00105 CAL-STEAM	DERWA: PIPE & FITTINGS FOR SF HOSE BIBS	180.07	180.07
03/08/2018	96001	01167 CITY OF DUBLIN	FOD ENCROACHMENT PERMIT 7100 SAN RAMON R	797.00	797.00
03/08/2018	96002	00157 CITY OF PLEASANTON	SIGNS FOR DUBLIN LIFT STATION #2 (EAST)	88.34	88.34
03/08/2018	96003	03154 DAPPER TIRE CO	TIRES FOR VEHICLE #82	343.75	343.75
03/08/2018	96004	00229 DELL MARKETING LP	QTY (10) DELL P2417H MONITORS FOR IT INV	2,687.05	2,687.05
03/08/2018	96005	00280 ECOWATER SYSTEMS	RO TANKS (QTY 2) 03/18	16.00	16.00



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Date	Check #	Vendor	Description	Amount Paid	Check Total
03/08/2018	96006	02656 FASTENAL COMPANY	PPE: BLDG S VENDING MACHINE RESTOCK	233.65	
			PPE: FOC PPE VENDING MACHINE RESTOCK	72.30	
			PPE: BLDG A PPE VENDING MACHINE RESTOCK	43.37	
			LOCKTITE FOR STOCK	28.75	378.07
03/08/2018	96007	00314 FEDEX	WWTP FEDEX DELIVERY - FEB' 18	8.99	8.99
03/08/2018	96008	00699 FLYERS ENERGY, LLC	DERWA: MOBIL SHC 626 FOR PS R1 PUMPS	2,315.64	2,315.64
03/08/2018	96009	00368 HACH COMPANY	8 KTO CHEMKEY, 25 PC MONO-CHLOR + 25 PC	938.15	
			FLUORIDE STD SOLN 0.5 MG/L 500 ML	42.65	
			FLUORIDE STD SOLN 1.5 MG/L 500 ML	24.86	
			SUPPLIES FOR FOD	24.86	1,030.52
03/08/2018	96010	00417 IDEXX DISTRIBUTION, INC	LAB CHEMICALS AND SUPPLIES	145.28	145.28
03/08/2018	96011	00424 INDUSTRIAL SAFETY SUPPLY	FALL PROTECTION EQUIPMENT INSPECTION	1,438.00	1,438.00
03/08/2018	96012	07481 J.N. ABBOTT DISTRIBUTOR, INC.	CO-GEN OIL: (390QTY) D-A BLUE FLAME HB5	4,162.75	4,162.75
03/08/2018	96013	01225 KAESER COMPRESSORS, INC	DERWA: PARTS FOR SF & MF COMPRESSORS	3,577.68	3,577.68
03/08/2018	96014	00468 KAMAN INDUSTRIAL TECHNOLO	BEARINGS FOR (ORT TOWER) MOTOR REBUILDS	176.09	176.09
03/08/2018	96015	05746 LAS POSITAS COLLEGE	DONATION FOR HORTICULTURE WORK @ DO DROU	200.00	200.00
03/08/2018	96016	06048 LIBERTY AIR	START-UP SERVICES FOR BLDG A THERMAX CHI	1,908.48	1,908.48
03/08/2018	96017	07614 MAHLER CONSULTING SERVICE	DEV PROJ INSPECTION 2/1-2/15	12,045.00	
			TASK ORDER NO. OC-5 2/1 - 2/15	12,045.00	24,090.00
03/08/2018	96018	05897 MERIT RESOURCE GROUP	A. MCCAFFERY: WE 2/11/18	1,373.50	1,373.50
03/08/2018	96019	00571 MOTION INDUSTRIES, INC.	LAWWMA: BELTS FOR PUMP STATION ROOF FANS	22.81	22.81
03/08/2018	96020	04231 MSC INDUSTRIAL SUPPLY CO	REPLT SHOP DRILLS & IMPACT GUNS FOR MIKE	974.53	
			ELE OPERATING SUPPLIES & TOOL STORAGE	194.68	
			SHOP OPERATING SUPPLIES/ITEMS	109.62	1,278.83

Check History Description Listing

Dublin San Ramon Services District

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Date	Check #	Vendor	Description	Amount Paid	Check Total
03/08/2018	96021	04796 NAPA AUTO PARTS	PARTS WASHER FLUID	207.55	
			FILTER FOR VEHICLE #121	14.17	
			BORE BRUSH TO CLEAN RUST #503E	2.50	224.22
03/08/2018	96022	08424 NORCAL MOLECULAR LLC	COATING FOR INFLUENT PUMP PARTS	1,120.53	1,120.53
03/08/2018	96023	00620 P G & E	WWTP ELECTRICITY - JAN 2018	12,448.02	
			DEPARTING LOAD NON-BYPASSABLE CHARGES	687.41	
			RESERVOIR R100 ELEC - MAR 2018	33.97	
			ALAMO TRUNK SEWER ELEC - FEB 2018	13.47	
			JOHNSON DRIVE STREETScape ELEC - FEB 201	12.70	13,195.57
03/08/2018	96024	04211 PLATT ELECTRIC SUPPLY	STARTERS FOR LIFT STATION #2 UPGRADE	2,160.69	2,160.69
03/08/2018	96025	04211 PLATT ELECTRIC SUPPLY	MOTOR PROTECTION HEATERS FOR NEW INFLUEN	471.96	471.96
03/08/2018	96026	01195 POWERSTRIDE BATTERY CO., IN	503E BATTERY	83.13	83.13
03/08/2018	96027	05475 PRESIDIO SYSTEMS, INC.	ON-CALL CCTV INSPECTION GATEWAY SQUARE 2	1,000.00	1,000.00
03/08/2018	96028	02316 RECORDS CONTROL SERVICES	PHYSICAL RECORDS INVENTORY & IMPROVEMENT	5,980.44	5,980.44
03/08/2018	96029	06345 RON DUPRATT FORD	FILTERS FOR STOCK	295.80	295.80
03/08/2018	96030	05841 SABAH INTERNATIONAL, INC.	FACP SERVICE CALL 2/2/2018	993.55	993.55
03/08/2018	96031	05781 THERMO ELECTRON NORTH AM	SAMPLE CONE, SKIMMER CONE, INSERT	1,361.04	1,361.04
03/08/2018	96032	01470 TRI-VALLEY HOSE	SHOP REORG. PARTS; HOSE3S FOR TIRE MACHI	33.16	33.16
03/08/2018	96033	00912 VALLEY CARE HEALTH SYSTEM	PRE-EMPLOYMENT PHYSICAL/DRUG SCREEN	424.00	
			PRE-EMPLOYMENT PHYSICAL	98.00	
			PRE-EMPLOYMENT PHYSICAL	98.00	
			PRE-EMPLOYMENT PHYSICAL	98.00	
			DOT PHYSICAL - J. HENDRYX	85.00	
			BLOOD BORNE PATHOGEN - HEP B VACCINATION	76.00	
			RESPIRATOR FIT TEST - I. LOPEZ	60.00	

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Date	Check #	Vendor	Description	Amount Paid	Check Total
			RESPIRATOR FIT TEST - J. HOLGUIN	60.00	
			RESPIRATOR FIT TEST - M. DELA ROSA	60.00	1,059.00
03/08/2018	96034	00920 VASCO ROAD LANDFILL	UNLOADING OF WWTP SOLIDS/GRIT: FEB' 18	1,035.44	1,035.44
03/08/2018	96035	08423 WATERTALENT LLC	J. BALLOU: WE 2/11/18	7,656.00	7,656.00
03/08/2018	96036	05785 WAUKESHA-PEARCE INDUSTRIE	PRE-CLEANER ELEMENT AND FILTER FOR CO-GE	808.33	808.33
03/08/2018	96037	04061 WAXIE SANITARY SUPPLY	JANITORIAL SUPPLIES	1,125.83	1,125.83
03/08/2018	96038	00987 ZONE 7 WATER AGENCY	16-W009 TASK ORDER 005: 10/1/17 - 12/31/	21,945.33	21,945.33
03/08/2018	96039	07832 CAROL ATWOOD	ATWOOD REIMB EXP AT 2018 CSMFO CONFERENC	87.15	87.15
03/08/2018	96040	07034 AOMAR BAHLOUL	BAHOUL REIMB EXP FOR CISCO IP ROUTING EX	300.00	300.00
03/08/2018	96041	07499 MAYETTE BAILEY	BAILEY REIMB RATE STUDY MEETING 02/12/20	40.24	40.24
03/08/2018	96042	01013 BARRETT BUSINESS SERVICES	A. HARTRICK: W/E 2/11/18	819.20	819.20
03/08/2018	96043	01013 BARRETT BUSINESS SERVICES	N. POON: WE 2/11/18	437.76	437.76
03/08/2018	96044	04688 KENNY BAXTER	BAXTER REIMB CWEA MEMBERSHIP RENEWAL 201	165.00	165.00
03/08/2018	96045	07954 BENEFIT COORDINATORS CORP	3/18 - EE LIFE & DISABILITY INSURANCE PR	11,309.22	11,309.22
03/08/2018	96046	00085 RHODORA BIAGTAN	BIAGTAN REIMB EXP AT VARIOUS BACWA MEETI	55.37	55.37
03/08/2018	96047	03614 CAROLLO ENGINEERS INC.	16-R014 TO NO. 1 ENGINEERING SVCS DURING 18-W019 TO NO. OC-14 1/1/18 - 1/31/18	23,374.00 3,803.00	27,177.00
03/08/2018	96048	00216 DAIOHS U.S.A. INC.	FY 2018 HOT BEVERAGE SERVICE DO- MARCH 2	327.77	327.77
03/08/2018	96049	00937 GRAINGER, INC.	SHELVES FOR STOCK TEMPERATURE INDICATOR STICK FOR INSTALLI REPLT AIR FILTERS FOR VFD CABINETS	426.81 18.87 10.42	456.10
03/08/2018	96050	04424 GRAYBAR ELECTRIC COMPANY	BLACK & DECKER 20V MX C/O TOOL FOR TODD'	168.45	168.45
03/08/2018	96051	06791 HYLAND SOFTWARE, INC.	HYLAND TECHQUEST REGISTRATION - COLLINS	3,000.00	3,000.00

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Date	Check #	Vendor	Description	Amount Paid	Check Total
03/08/2018	96052	07109 DANIEL MCINTYRE	MCINTYRE REIMB MILEAGE FOR FEB. 2018	48.71	48.71
03/08/2018	96053	02072 KAPIL MOHAN	MOHAN REIMB EXP AT P3S ANNUAL CONFERENCE	415.18	415.18
03/08/2018	96054	01078 STEFANIE OLSON	OLSON REIMB EXP AT CPR CLASS 02/07/2018	65.94	65.94
03/08/2018	96055	04553 PACHECO BROTHERS GARDENI	FEB 2018: DERWA MONTHLY LANDSCAPE MAINTENANCE	75.00	75.00
03/08/2018	96056	01293 PK SAFETY SUPPLY	(2QTY) GAS DETECTOR	1,636.57	
			4-YEAR SERVICE LEVEL AGREEMENT FOR 2 GAS	198.00	1,834.57
03/08/2018	96057	01389 SCOTT ROBERSON	ROBERSON CERT RENEWAL FOR WATER OPS D3	90.00	90.00
03/08/2018	96058	00762 TESTAMERICA LABORATORIES I	LAB ANALYSES	82.50	82.50
03/08/2018	96059	07392 SINZEE TRAN	TRAN CERT REIMB FOR WWTP OPS D2 & T2	140.00	140.00
03/08/2018	96060	05127 VISION SERVICE PLAN - CA (VSF	MARCH 2018 - VISION	2,796.64	2,796.64
313 checks in this report				<b>Total Checks:</b>	<b>7,600,859.24</b>

*Karen Vaden 03/08/2018*



**TITLE:** First Reading: Introduction of Ordinance Revising District Code Section 5.20.120 Regarding Discharge from Self-Regulating Water Softeners

**RECOMMENDATION:**

Staff recommends the Board of Directors waive, by Motion, the first reading of an Ordinance that, if adopted, will revise provisions of the District Code, Section 5.20.120, that govern waste discharges into a sanitary sewer from the regeneration of nonresidential water softeners of any kind or description and schedule the Ordinance for a second reading and adoption at the April 3, 2018 Board meeting.

**SUMMARY:**

This is the first of two readings for the proposed revisions to District Code Section 5.20.120. Staff proposes to revoke the prohibition on discharging waste into a sanitary sewer from the regeneration of nonresidential water softeners of any kind or description.

The proposed revisions to these sections of the District Code are shown in Attachment 1.

District Code, Section 5.20.120 prohibits waste discharged into a sanitary sewer from the regeneration of nonresidential water softeners of any kind or description. Even with the prohibition, District inspectors have discovered during inspections that water softeners have been installed in commercial facilities such as restaurants. The softeners are used to maintain and protect equipment such as cooling towers, boilers, dishwashers and laundry washers. Businesses argue that DSRSD water hardness causes frequent failure or replacement of equipment which increases costs, and that water softeners are essential to maintain proper operation and longevity of critical equipment. DSRSD has not consistently enforced the prohibition when made aware of a commercial water softener installation.

It should be noted that even with this change, other Code sections will continue to ensure that the District is able to monitor and enforce wastewater discharge requirements. The District reserves the right to inspect (Sec 5.10.080(B)) and regulate commercial entities (Sec 5.10.030(B)) to ensure that discharges are conducted in a manner that it determines to be in the public interest. In addition, local limits apply to all discharges, as detailed in Sec 5.20.060.

Removal of the prohibition will be in effect as long as the District meets all state and local discharge limits on Total Dissolved Solids (TDS). If TDS limits are exceeded or water quality or public health are impacted by this change, the prohibition will be re-instated.

District General Counsel has reviewed the proposed revisions.

<b>Originating Department: Operations</b>	<b>Contact: D. Griffin</b>	<b>Legal Review: Yes</b>
<b>Cost: \$0</b>	<b>Funding Source: N/A</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 - Redlined Version</b>	
		33 of 84

**ATTACHMENT 1 TO S&R – REDLINED VERSION OF PROPOSED CHANGE**

PROPOSED CHANGES

**5.20.120 Discharge from self-regulating water softeners.**

~~A. Residential.~~ Waste discharged into a sanitary sewer from the regeneration of a residential water softener of any kind or description is prohibited, except that from a water softener that conforms to the requirements of Health and Safety Code Section 116785.

~~B. Nonresidential. Waste discharged into a sanitary sewer from the regeneration of a nonresidential water softener of any kind or description is prohibited. [Ord. 298, 2003; Ord. 327, 2010.]~~

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF DUBLIN SAN RAMON SERVICES DISTRICT AMENDING SECTION 5.20.120 OF THE DISTRICT CODE TO REVOKE THE PROHIBITION ON WASTE DISCHARGED FROM NONRESIDENTIAL WATER SOFTENERS

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WHEREAS, the District Ordinance Code was recodified on November 2, 2010 in its entirety; and  
WHEREAS, District Code Section 5.20.120, Discharge from self-regulating water softeners, prohibits waste from the regeneration of nonresidential water softeners of any kind or description from being discharged into a sanitary sewer; and

WHEREAS, District Code Sections 5.10.030(B), 5.10.080(B), and 5.20.060 includes provisions to monitor and enforce wastewater discharge requirements; and

WHEREAS, the Board wishes to update the District Code to revoke the prohibition of waste discharged into a sanitary sewer from the regeneration of a nonresidential water softener of any kind or description; and

WHEREAS, pursuant to Sections 25128 and 61060 of the Government Code, three copies of the proposed revised Section 5.20.120 of the District Ordinance Code have been on file in the office of the District Secretary since March 14, 2018 and available for use and examination by the public during regular business hours.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of Dublin San Ramon Services District as follows:

1. Section 5.20.120 of the District Ordinance Code, entitled “Discharge from self-regulating water softeners” is hereby repealed and replaced by the new Section 5.20.120 entitled “Discharge from self-regulating water softeners” in the form in which it appears in Exhibit 1.

Notwithstanding the preceding sentence, wherever a provision of the new Section 5.20.120 is substantially the same as the previous version of Section 5.20.120 the provision shall be deemed to be a continuation of the previous version of the provision and not a new enactment.

2. The General Manager, or the person or persons to whom such task may from time to time be delegated, is further authorized and directed to make further non-substantive administrative changes, as approved by District General Counsel, to Section 5.20.120, as respectively set forth in Exhibit 1 (including revisions in formatting as may be suggested by the publisher) for consistency and ease of reference within sixty (60) days from date of adoption.

3. This Ordinance shall become effective thirty (30) days after its adoption.

Ord. No. \_\_\_\_\_

The purpose of this Ordinance is to revoke the prohibition of waste discharged into a sanitary sewer from the regeneration of a nonresidential water softener of any kind or description found in District Code Section 5.20.120.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its Regular meeting held on the 3rd day of April 2018, by the following vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**EXHIBIT 1 TO ORDINANCE – REVISED CODE**

**5.20.120 Discharge from self-regulating water softeners.**

Waste discharged into a sanitary sewer from the regeneration of a residential water softener of any kind or description is prohibited, except that from a water softener that conforms to the requirements of Health and Safety Code Section 116785.



**TITLE:** Authorize Task Order No. 7 with City of Dublin under the Tri-Valley Intergovernmental Reciprocal Services Agreement

**RECOMMENDATION:**

Staff recommends the Board of Directors authorize, by Motion, the General Manager to execute Task Order No. 7 for Landscape Maintenance Services in an amount not to exceed \$133,968.80 annually with the City of Dublin under the Tri-Valley Intergovernmental Reciprocal Services Agreement.

**SUMMARY:**

In December 2014, the District, along with cities of Dublin, Pleasanton, Livermore, and San Ramon, and the Zone 7 Water Agency entered into the Tri-Valley Intergovernmental Reciprocal Services Agreement (RSA). The objective of the agreement is for the agencies to share among and between themselves resources that support government functions, including fleet or landscape maintenance; cleaning, televising and repairing subsurface pipelines; pavement marking or repairs; maintenance of water reservoirs and fire hydrants; janitorial services; purchase of equipment and/or supplies; consulting services; joint capital improvement projects, etc. The intent is to save time and money between the agencies by streamlining processes that are of similar nature.

In July 2017, the City of Dublin (City) awarded a contract to MCE Corporation (MCE) for Landscape Maintenance Services as well as many other vital City contract services. In October 2017, District staff approached City staff to discuss using the RSA to contract with MCE for landscape maintenance services for all District facilities. Services to be provided are basic landscape maintenance at each site as well as other services on an as-needed basis such as tree trimming, replacement of broken irrigation equipment, replacement of vegetation, weed abatement, etc. City staff will administer the services, inspect the sites on the District’s behalf, and will make sure that all sites are up to contract and City standards. With the City administering the contract with MCE, district staff will have additional time to focus on core and mission critical activities.

MCE’s quote to perform the services is \$113,968.80 annually, and the City has agreed to an administration fee of \$1,667 per month. A breakdown of each site to be maintained along with the monthly cost is provided in the attached Task Order. In comparison, the District spent \$81,000 for landscape maintenance services in FYE 2017. The current landscape maintenance contract covers fewer services, for example it does not include the replacement of vegetation or irrigation equipment. Additionally, District staff administered the contract, inspected sites to ensure items were completed, and followed up on any community complaints.

The Operating Budget for FYE 2018 and 2019 will need to be adjusted for the increase of services. If the Board authorizes the Task Order, the budget increase will be included in an operating budget mid-cycle adjustment in May. For the interim period prior to the budget adjustment, there are sufficient funds in the operating budget to cover expenditures.

The term of the Task Order is in one year increments with the option to extend each year until the end of the existing City agreement which expires in June 2022. However, there are provisions in the Master Agreement that allows the District to terminate the agreement for any reason after a 30 calendar-day notice.

<b>Originating Department: Engineering Services</b>	<b>Contact: S. Delight</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$133,968.80 Annual</b>	<b>Funding Source: Various</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input checked="" type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	38 of 84	

**Task Order No. 7 to Tri-Valley Intergovernmental Reciprocal Services  
Master Agreement dated December 4, 2014**

**Requesting Agency: DSRSD  
Agency Completing the Task: CITY OF DUBLIN**

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Issue Date:	March 6, 2018
Project Name and Number (if applicable):	Landscape Services for DSRSD
Task Description:	Landscape Services
Authorization Amount:	\$133,968.80 Annually
Cost Sharing Notes:	100% paid by DSRSD
Completion Date:	June 20, 2022

**FOR AGENCY REQUESTING OR COMPLETING TASK (as applicable):**

Project Manager Name & Signature:	Steve Delight (DSRSD)
Source of Funds:	General Fund
Account Number:	TBD
Vendor & Purchase Order Number (if task is not performed by in-house staff):	N/A
Compensation Method:	Monthly Invoice
Insurance Requirements:	As per agreement, See Attachment "A"
Scope of Work:	See Attachment "A"

---

**Authorized by Requesting Agency:**

\_\_\_\_\_  
Daniel McIntyre, General Manager  
Dublin San Ramon Services District

\_\_\_\_\_  
Date

**Accepted by Agency Performing Work:**

\_\_\_\_\_  
Christopher L. Foss  
City Manager, City of Dublin

\_\_\_\_\_  
Date

Attachment A: Terms of Task Order  
Attachment B: Scope of Work  
Attachment C: MCE Proposal

**ATTACHMENT A  
SCOPE OF WORK AND TERMS OF TASK ORDER**

**TASK NUMBER: 7**

**Dublin San Ramon Services and City of Dublin  
Tri-Valley Intergovernmental Reciprocal  
Services Master Agreement Dated December 4, 2014**

**Scope of Work**

**Background**

The City of Dublin (City) has an existing landscape maintenance agreement with MCE Corporation (MCE) to maintain City landscape. The Dublin San Ramon Services District (District) wishes to utilize the existing agreement for landscape maintenance of District facilities, in order to coordinate interagency efforts, increase efficiency and achieve proven higher quality of work produced by MCE.

**Description of work for this task order**

The work shall include care and maintenance of landscape vegetation and irrigation systems of each District facility. Attachment B outlines each facility and the minimum frequency of maintenance at each facility. From time to time it is expected that additional care for each site will be needed and that is included in the existing quote. Examples are in the spring and fall when trees may need additional trimming or additional leaf litter may need collection. The District expects that MCE will care for its facilities in the same manner as City facilitates per the City agreement.

**Agency Responsibilities**

The City shall receive invoices from MCE and remit payment for the invoice. The City shall invoice DSRSD with an administrative and inspection fee of \$1,666.67 monthly included with each invoice. This fee may be adjusted during the term of the contract upon agreement of both parties. For issues regarding routine maintenance of DSRSD facilities, DSRSD staff will contact City Staff to schedule corrective work items. City Staff will inspect each site from time to time to ensure that the work outlined in the scope of work is adequately addressed. Any change orders during the contract term shall be negotiated.

**Timing**

Landscape services shall commence immediately and shall be performed in accordance with the City of Dublin agreement with MCE dated July 1, 2017. The City contract with MCE ends on June 20, 2022 with the option for one five year extension. The term with the City for this Task Order shall be in one year increments with the option to extend in one year increments to match the length of time of the City contract with MCE. If the District does not notify the City within 30 days of the end date, the contract shall continue an additional year.

**Insurance**

The Contractor shall name DSRSD its Board, agents and employees as additional insured.

1. Commercial General Liability (CGL): Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$2,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.

2. Automobile Liability: ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. Workers' Compensation: as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

### **Cost and Compensation**

The cost of the proposed work shall be in accordance with Attachment C received from MCE dated October 27, 2017. The initial annual cost of the work is \$113,968.80. Any changes and additional work shall be conducted on a time and materials basis and approved prior to the commencement of any work. DSRSD will reimburse the City for all costs related to the landscape maintenance services.

### **Master Agreement**

This Task Order is based on the Tri-Valley Intergovernmental Reciprocal Services Master Agreement signed and dated on December 4, 2014. All other items not mentioned in this Task Order shall follow the Tri-Valley Intergovernmental Reciprocal Services Master Agreement and the associated requirements in Attachment B of the said agreement.

**ATTACHMENT B  
SCOPE OF WORK**

**WATER STATION/RECYCLED WATER STATION and FOD FACILITIES**

<b>TASK</b>	<b>SCHEDULE</b>
Lawn Care: Litter, leaf and debris removal; mow, edge, and blow	Monthly
Lawn Care: Weed Control – Pre-emergent and Roundup	As needed
Lawn Care: Fertilize	As needed
Lawn Care: Aeration	Annually
Ground Cover: Litter, leaf, and debris removal; weed eater	Monthly
Ground Cover: Edge from walks/curbs	Monthly
Ground Cover: Prune	As needed
Ground Cover: Fertilize	Quarterly
Ground Cover: Weed Control – Pre-emergent and Roundup	Quarterly
Shrubs and Trees: Pruning/Size – Shrub	As needed
Shrubs and Trees: Pruning/Size – Tree	Annually
Shrubs and Trees: Pest Control	As needed
Shrubs and Trees: Fertilize	Quarterly
Shrubs and Trees: Staking/Removal	As needed
Paved Areas: Litter, leaf and debris removal	Monthly
Paved Areas: Weed Control	Monthly
Irrigation: Visual Inspection	Weekly
Irrigation: Walkthrough Inspection, coverage tests	Monthly
Irrigation: Programming	Monthly
Irrigation: Repairs	As needed
Non-Vegetated/Natural Areas: Litter, leaf and debris removal	As needed
Non-Vegetated/Natural Areas: Weed Control	Quarterly

**ANNUAL LANDSCAPE MAINTENANCE SCHEDULE**

<b>TASK</b>	<b>SCHEDULE</b>
Weed abatement and weed removal	Annually

**DISTRICT OFFICE**

<b>TASK</b>	<b>SCHEDULE</b>
Lawn Care: Litter, leaf and debris removal; mow, edge, and blow	Monthly
Lawn Care: Weed Control – Pre-emergent and Roundup	As needed
Lawn Care: Fertilize	As needed
Lawn Care: Aeration	Annually
Ground Cover: Litter, leaf, and debris removal; weed eater	Weekly
Ground Cover: Edge from walks/curbs	Monthly
Ground Cover: Prune	As needed
Ground Cover: Fertilize	Quarterly
Ground Cover: Weed Control – Pre-emergent and Roundup	As needed
Shrubs and Trees: Pruning/Size – Shrub	As needed
Shrubs and Trees: Pruning/Size – Tree	Annually
Shrubs and Trees: Pest Control	As needed
Shrubs and Trees: Fertilize	Quarterly
Shrubs and Trees: Staking/Removal	As needed
Paved Areas: Litter, leaf and debris removal	Weekly
Paved Areas: Weed Control	Monthly
Irrigation: Visual Inspection	Weekly
Irrigation: Walkthrough Inspection, coverage tests	Monthly
Irrigation: Programming	Monthly
Irrigation: Repairs	As needed
Annual Color: Detail maintenance	Weekly
Annual Color: Fertilize	Monthly
Non-Vegetated/Natural Areas: Litter, leaf and debris removal	Weekly
Non-Vegetated/Natural Areas: Weed Control	As needed

**FSL/DLD SITE**

<b>TASK</b>	<b>SCHEDULE</b>
Ground Cover: Litter, leaf, and debris removal; weed eater	Monthly
Ground Cover: Edge from walks/curbs	Monthly
Ground Cover: Prune	As needed
Ground Cover: Fertilize	Quarterly
Ground Cover: Weed Control – Pre-emergent and Roundup	As needed
Shrubs and Trees: Pruning/Size – Shrub	As needed
Shrubs and Trees: Pruning/Size – Tree	Annually
Shrubs and Trees: Pest Control	As needed
Shrubs and Trees: Fertilize	Quarterly
Shrubs and Trees: Staking/Removal	As needed
Paved Areas: Litter, leaf and debris removal	Monthly
Paved Areas: Weed Control	As needed
Irrigation: Visual Inspection	Monthly
Irrigation: Walkthrough Inspection, coverage tests	Monthly
Irrigation: Programming	Monthly
Irrigation: Repairs	As needed
Annual Color: Detail maintenance	Monthly
Annual Color: Fertilize	Monthly
Non-Vegetated/Natural Areas: Litter, leaf and debris removal	Monthly
Non-Vegetated/Natural Areas: Weed Control	As needed

## WASTEWATER TREATMENT PLANT

<b>TASK</b>	<b>SCHEDULE</b>
Bed Care: Litter, leaf and debris removal	Weekly
Bed Care: Weed removal	Monthly
Bed Care: Weed Control – Pre-emergent and Roundup	Monthly
Ground Cover: Litter, leaf, and debris removal; weed eater	Weekly
Ground Cover: Edge from walks/curbs	Monthly
Ground Cover: Prune	As needed
Ground Cover: Fertilize	Quarterly
Ground Cover: Weed Control – Pre-emergent and Roundup	As needed
Shrubs and Trees: Pruning/Size – Shrub	As needed
Shrubs and Trees: Pruning/Size – Tree	Annually
Shrubs and Trees: Pest Control	As needed
Shrubs and Trees: Fertilize	Quarterly
Shrubs and Trees: Staking/Removal	As needed
Paved Areas: Litter, leaf and debris removal	Weekly
Paved Areas: Weed Control	As needed
Irrigation: Visual Inspection	Monthly
Irrigation: Walkthrough Inspection, coverage tests	Monthly
Irrigation: Programming	Monthly
Irrigation: Repairs	As needed
Annual Color: Detail maintenance	Monthly
Annual Color: Fertilize	Monthly
Non-Vegetated/Natural Areas: Litter, leaf and debris removal	Monthly
Non-Vegetated/Natural Areas: Weed Control	As needed

## LAVWMA FACILITY

<b>TASK</b>	<b>SCHEDULE</b>
Ground Cover: Litter, leaf, and debris removal; weed eater	Monthly
Ground Cover: Edge from walks/curbs	Monthly
Ground Cover: Prune	As needed
Ground Cover: Fertilize	Quarterly
Ground Cover: Weed Control – Pre-emergent and Roundup	As needed
Shrubs and Trees: Pruning/Size – Shrub	As needed
Shrubs and Trees: Pruning/Size – Tree	Annually
Shrubs and Trees: Pest Control	As needed
Shrubs and Trees: Fertilize	Quarterly
Shrubs and Trees: Staking/Removal	As needed
Paved Areas: Litter, leaf and debris removal	Monthly
Paved Areas: Weed Control	As needed
Irrigation: Visual Inspection	Monthly
Irrigation: Walkthrough Inspection, coverage tests	Monthly
Irrigation: Programming	Monthly
Irrigation: Repairs	As needed
Non-Vegetated/Natural Areas: Weed Control	As needed

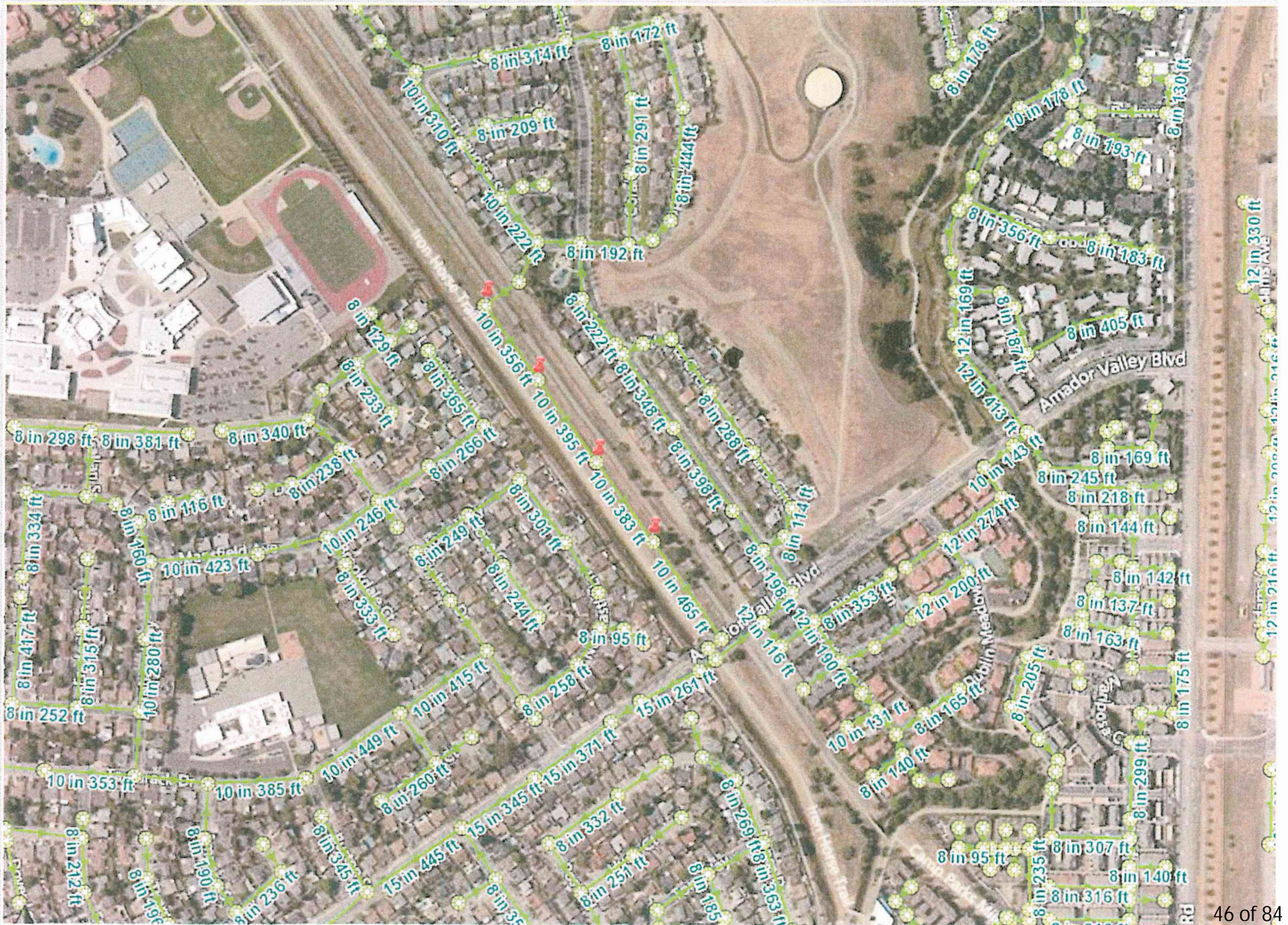


**WATER/RECYCLED WATER STATION FACILITIES  
MONTHLY MAINTENANCE**

<b>FACILITY</b>	<b>LOCATION</b>
Reservoir 2A with Pump Station 3C	11222 Betlen Drive
Pump Station 3A	8137 Creekside Drive
Reservoir 1A	8212 Rhoda Avenue
Pump Station 1A with Turnout No. 2	7157 Stagecoach Road
Pump Station 200A	1180 Range Road (Gate #6)
Turnout No. 1	6402 Dougherty Road
Turnout No. 4	4851 Arnold Road
Pump Station 20A	5099 Georgetown Circle
Reservoir 10B	6101 Ledgewood Terrace
Pump Station 300B	3441 Fallon Road
Pump Station 30A	Fallon Road at Turnberry Drive
Pump Station 300A with Pump Station R300A	East Branch Parkway at Bollinger Canyon Road
Pump Station 300C	Bollinger Canyon Road and Main Branch
Pump Station R200A (DERWA)	East Branch Parkway
Reservoir 3B with Pump Station 4B	Brigadoon Way and Swanson Drive
Pump Station 4A	10653 Dublin Blvd, Schaefer Ranch
Reservoir 4A	9541 Dublin Blvd, Schaefer Ranch
Reservoir 3A	11152 Brittany Drive
Reservoir 10A	Parks Reserve Forces Training Area
Reservoir 20A	3441 Fallon Road
Reservoir 30A	Off Fallon Road
Pump Station 20B with Turnout No. 5	4010 Fallon Road
Reservoir 200A	East Branch Parkway at Bollinger Canyon Road
Reservoir 300A	2300 Block of Ivyhill Way
Reservoir 300B	8593 Monarch Road
Reservoir 200B	Dougherty Road and Bollinger Canyon Road
Reservoir R200 (DERWA)	Lilac Ridge and Lantana Way
Reservoir R300	East Branch Parkway at Bollinger Canyon Road
Reservoir R20	5220 Fallon Road
Pump Station R200B (DERWA)	Access off 100 Old Dougherty Road
Iron Horse Trail	See attached map
Gleason Property	Annual mow weed abatement



# Iron Horse Trail





To: Spencer Halliday/Senior Mechanic  
Facility and Fleet Operations  
Dublin san Ramon Services District

From: Dean McDonald/Vice President  
Maintenance Division  
MCE Corporation

Date: October 27, 2017

Spencer,

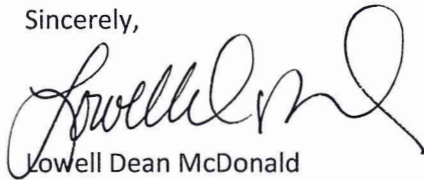
It is my pleasure to provide you with our pricing for maintenance of the Districts pump stations, operations facilities and reservoirs. This is the product of a detailed process that was based upon the parameters provided by the district. Our approach to the maintenance of these sites will rely heavily on well-timed material applications, mechanical/manual weed abatement in addition to standard maintenance practices for sites that are fully landscaped. Special consideration was given to "high profile" areas, specifically the district main office on Dublin Blvd and similar sites that house personnel.

We are confident that we have accounted for all that we believe needs to occur to allow district employees and the public to see these sites as a well-maintained feature in their community. Please contact me at your convenience for clarifications or to address any questions/ concerns you may have.

I have also attached our estimate to perform "clean-ups" at 9 sites that, in our opinion, require one. Should the District decide to offer MCE the maintenance of all sites, we would perform the clean ups as part of the maintenance agreement (no additional cost).

We are prepared to sit down and discuss how we will take the next step in this process. We appreciate this opportunity to assist the District in this arena.

Sincerely,



Lowell Dean McDonald  
Vice President/Maintenance Division  
MCE Corporation

**Dublin-San Ramon Services District**  
**Maintenance Costs for**  
**Pump Stations, District Facilities and Reservoirs**

LOCATION	Monthly Cost	Annual Cost
Field Operations Facility	\$715.90	\$8,590.80
Pump Station 1A	\$218.27	\$2,619.24
Pump Station 200A	\$180.89	\$2,170.68
Pump Station 20A	\$154.83	\$1,857.96
Pump Station 20B	\$74.04	\$888.48
Pump Station 300A	\$240.21	\$2,882.52
Reservoir R300	\$117.28	\$1,407.36
Pump Station 300B	\$220.76	\$2,649.12
Pump Station 300C	\$197.66	\$2,371.92
Pump Station 3A	\$78.06	\$936.72
Pump Station 30A	\$78.93	\$947.16
Pump Station 4A	\$91.19	\$1,094.28
Pump Station R20	\$114.58	\$1,374.96
Pump Station 200B	\$93.21	\$1,118.52
Reservoir 10A	\$58.90	\$706.80
Pump Station 10A	\$58.90	\$706.80
Reservoir 10B	\$206.48	\$2,477.76
Reservoir 1A	\$217.69	\$2,612.28
Reservoir 200A	\$184.63	\$2,215.56
Reservoir R300	\$173.61	\$2,083.32
Reservoir 20A	\$165.27	\$1,983.24
Reservoir R20	\$165.27	\$1,983.24
Reservoir 30A	\$165.27	\$1,983.24
Reservoir 2A and Pump St. 3C	\$115.54	\$1,386.48
Reservoir 300A	\$194.69	\$2,336.28
Reservoir 300B	\$206.29	\$2,475.48
Reservoir 3A	\$223.92	\$2,687.04
Reservoir 3B and Pump St. 4B	\$223.92	\$2,687.04
Reservoir 4A	\$123.78	\$1,485.36
Reservoir R100	\$286.12	\$3,433.44
Reservoir R200	\$280.27	\$3,363.24
Reservoir 200B	\$383.58	\$4,602.96
District Office	\$1,346.32	\$16,155.84
FSL/Old Site	\$540.46	\$6,485.52
LAVWMA	\$833.90	\$10,006.80
Water Treatment Plant	\$635.05	\$7,620.60
Iron Horse Trail	\$131.73	\$1,580.76

**Total Monthly Cost =** \$9,497.40

**Total Annual =** \$113,968.80



DSRSD  
Pump Station and Reservoir  
Clean Up Estimates

Location	Cost	Current Conditions/ Notes regarding site
PS 300A PS R300	\$401.22 \$401.22	Weeds, heavy debris under trees and shrubs Tree stakes and ties need removal Prune back shrubs and trees from access areas
PS 300C	\$185.50	Prune trees and shrubs, remove weeds in asphalt Remove unnecessary tree stakes and ties
PS 200B	\$212.00	Severe weed abatement, remove weeds from asphalt, remove brush encroaching on access road
RES 1A	\$1,450.44	Severe weed abatement, remove copious amount of tree debris, Clear hardscape of weeds/debris Cut back growth encroaching on access road
RES 200A	\$1,088.54	Severe weed abatement and access road encroachment removal needed (weeds)
RES R300	\$507.44	Severe weed abatement and access road encroachment removal needed (weeds)
RES 4A	\$1,233.12	Severe weed abatement and access road encroachment removal needed (weeds)
RES R100	\$2,046.06	Severe weed abatement needed

**Total Cost of Clean Ups ===== \$7,525.54**



**TITLE:** Adopt Revised Purchasing Policy and Rescind Resolution No. 13-17

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Purchasing policy and rescind Resolution No. 13-17.

**SUMMARY:**

On February 6, 2018, the Board of Directors approved by Resolution No. 7-18 that the District would become subject to the California Uniform Public Construction Cost Accounting Act (the Act) (Section 22000, et seq. of the Public Contract Code).

On March 6, 2018, the Board of Directors approved by Ordinance No. 343 to revise the District Code to establish an informal bid procedure in accordance with the Act. The effective date of Ordinance No. 343 is April 6, 2018.

Attached for the Board’s review is a redline version of the current purchasing policy updated to make reference to the Act, reference the revised District Code, clarify emergency purchasing procedures, and increase the General Manager purchasing authority to \$175,000, as allowed per the Act.

If the Board approves these changes as recommended, the new policy would go into effect on April 6, 2018 along with the update to the District Code per Ordinance No. 343. Upon approval of the policy, staff will update the District’s Purchasing Procedure Guidelines accordingly.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> C. Atwood	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Redlined Version of Revised Policy</b>	
		50 of 84



# Policy

<b>Policy No.:</b> Click here to enter text.	<b>Type of Policy:</b> Purchasing
<b>Policy Title:</b> Purchasing	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
<b>Approval Date:</b> <del>3/21/2017</del> <u>3/20/2018</u>	<b>Last Review Date:</b> <del>2017</del> <u>2018</u>
<b>Approval Resolution No.:</b> <del>13-17</del>	<b>Next Review Date:</b> <del>2021</del> <u>2022</u>
<b>Rescinded Resolution No.:</b> <del>14-06</del> <u>13-17</u>	<b>Rescinded Resolution Date:</b> <del>3/21/2006</del> <u>3/21/2017</u>

It is the policy of the Board of Directors of Dublin San Ramon Services District that the District:

- Perform purchasing activities with the highest ethical standards.
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price.
- Secure professional services using an equitable, quality-based selection process.
- Incorporate environmental sustainability into purchasing decisions as a Green Business practice
- Provide fair and open competition.
- Define authority for the purchasing function.

### Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing ~~procedures-guidelines~~ and update them as needed, in conformance with the California Uniform Construction Cost Accounting Act (the Act), District Code Chapter 7.40, this policy, and ~~with~~ applicable laws.
2. Negotiate and ~~sign-execute~~ contracts, including purchase orders, work orders, task orders and agreements, within the authority outlined in the Act, District Code Chapter 7.40, and this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with the Act, District Code Chapter 7.40, and this policy.

Policy No.: <del>P500-17-1</del>	Policy Title: Purchasing
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Purchasing Authority

1. ~~The General Manager Purchasing Agent, or designee is authorized to negotiate and execute all contracts including purchase orders, work orders, task orders and agreements, for all operating, Capital Outlay and emergency purchases, made in conformance with the purchasing procedures, guidelines up to \$175,000 as follows:~~
  2. ~~\$100,000 per purchase order or contract for materials, supplies, equipment, services or other personal property.~~
- 3-2. ~~The Purchasing Agent or designee is authorized to negotiate and execute contracts in A~~any amount for recurring, operational purchases such as:
  - Utility payments
  - Scheduled debt payments and related debt administration services
  - Chemical purchases
  - Payments to a District Joint Powers Agency within contractual agreements
  - Water purchase
  - Insurance payments
  - Retirement contributions
  - ~~Payroll~~
  - Dougherty Valley Standby Charge District
3. In case of an emergency:
  - a. in accordance with Public Contract Code 22050 the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes. Any amount during an emergency in accordance with the guidelines in the California Public Contract Code.
  - b. Any emergency action taken by the General Manager shall be reviewed by the Board of Directors not later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur not later than fourteen day after the action.

Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District’s credit card accounts and otherwise bind the District with respect to its credit card accounts.

Adjustment of Contracts

1. ~~The General Manager has the authority to approve contracts up to \$100,000. In addition, the General Manager has the authority to adjust those contracts up to his purchasing authority of \$100,000.~~
2. For those contracts in excess of ~~\$100~~175,000 that were originally approved by the Board, the



<b>Policy No.:</b> <del>P500-17-1</del>	<b>Policy Title:</b> Purchasing
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General Manager has the authority to make adjustments of up to \$~~100~~175,000, unless additional authority is delegated in an approving resolution.

Policy No.: <del>P500-17-1</del>	Policy Title: Purchasing
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Public Works Contracts

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$~~100175~~,000 in accordance with the California Uniform Construction Cost Accounting Act, District Code Chapter 7.40, and this policy. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$~~100175~~,000 that were originally approved by the Board, by a maximum adjustment of \$~~100175~~,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PURCHASING POLICY AND RESCINDING RESOLUTION NO. 13-17

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WHEREAS, the District elected to become subject to the California Uniform Public Construction Cost Accounting Act (the Act) (Section 22000, et seq. of the Public Contract Code), by Resolution No. 7-18 approved by the Board of Directors at a regular Board meeting held February 6, 2018; and

WHEREAS, the District revised the District Code to establish an informal bid procedure, by Ordinance No. 343 approved by the Board of Directors at a regular Board meeting held March 6, 2018; and

WHEREAS, on March 21, 2017, the Board adopted a Purchasing policy to ensure the District conduct its purchasing activities with the highest ethical standards, to provide fair and open competition and compliance with all applicable laws; and

WHEREAS, the District reviews and updates policies to ensure they support the District's mission; and

WHEREAS, the policy is revised to reference the Act and is revised to clarify that the General Manager is authorized to approve contracts up to his purchasing authority of \$175,000 and to adjust contracts in excess of \$175,000 that were originally approved by the Board, by a maximum adjustment of \$175,000.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Purchasing policy, attached as Exhibit "A" be adopted; and Resolution No. 13-17, attached as Exhibit "B," is hereby rescinded.

BE IT FURTHER RESOLVED that this Resolution shall be effective on April 6, 2018, the date that Ordinance No. 343 is effective.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its Special meeting held on the 20th day of March, 2018.

AYES:

NOES:

ABSENT:

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Georgean M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



# Policy

<b>Policy No.:</b> <a href="#">Click here to enter text.</a>	<b>Type of Policy:</b> Purchasing
<b>Policy Title:</b> Purchasing	
<b>Policy Description:</b> Purchasing of Materials, Supplies, Services and Equipment	
<b>Approval Date:</b> 3/20/2018	<b>Last Review Date:</b> 2018
<b>Approval Resolution No.:</b>	<b>Next Review Date:</b> 2022
<b>Rescinded Resolution No.:</b> 13-17	<b>Rescinded Resolution Date:</b> 3/21/2017

It is the policy of the Board of Directors of Dublin San Ramon Services District that the District:

- Perform purchasing activities with the highest ethical standards.
- Purchase materials, supplies, non-professional services, technical services and equipment using processes to ensure the appropriate quality is received for a reasonable price.
- Secure professional services using an equitable, quality-based selection process.
- Incorporate environmental sustainability into purchasing decisions as a Green Business practice
- Provide fair and open competition.
- Define authority for the purchasing function.

Purchasing Agent

The General Manager is designated as Purchasing Agent. The Purchasing Agent shall:

1. Establish written purchasing guidelines and update them as needed, in conformance with the California Uniform Construction Cost Accounting Act (the Act), District Code Chapter 7.40, this policy, and applicable laws.
2. Negotiate and execute contracts, including purchase orders, work orders, task orders and agreements, within the authority outlined in the Act, District Code Chapter 7.40, and this policy.
3. Purchase or contract for supplies, services and equipment required by the District, in accordance with the Act, District Code Chapter 7.40, and this policy.

<b>Policy No.:</b>	<b>Policy Title:</b> Purchasing
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Purchasing Authority

1. The Purchasing Agent, or designee is authorized to negotiate and execute all contracts made in conformance with the purchasing guidelines up to \$175,000
2. The Purchasing Agent or designee is authorized to negotiate and execute contracts in any amount for recurring, operational purchases such as:
  - Utility payments
  - Scheduled debt payments and related debt administration services
  - Chemical purchases
  - Payments to a District Joint Powers Agency within contractual agreements
  - Water purchase
  - Insurance payments
  - Retirement contributions
  - Payroll
  - Dougherty Valley Standby Charge District
3. In case of an emergency:
  - a. in accordance with Public Contract Code 22050 the General Manager may let contracts for any amount without giving notice for bids for repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes. .
  - b. Any emergency action taken by the General Manager shall be reviewed by the Board of Directors not later than seven days after the action or at its next regularly scheduled meeting if that meeting will occur not later than fourteen day after the action.

Credit Cards

The General Manager is authorized on behalf of the District to enter into credit card agreements, designate who may receive and use credit cards issued on behalf of the District, execute security agreements with respect to the District’s credit card accounts and otherwise bind the District with respect to its credit card accounts.

Adjustment of Contracts

For those contracts in excess of \$175,000 that were originally approved by the Board, the General Manager has the authority to make adjustments of up to \$175,000, unless additional authority is delegated in an approving resolution.

<b>Policy No.:</b>	<b>Policy Title:</b> Purchasing
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Public Works Contracts

The General Manager is authorized to award, and make associated decisions relating to, Public Works Contracts up to his purchasing authority of \$175,000 in accordance with the California Uniform Construction Cost Accounting Act, District Code Chapter 7.40, and this policy. In addition, the General Manager is authorized to adjust Public Works Contracts in excess of \$175,000 that were originally approved by the Board, by a maximum adjustment of \$175,000, unless additional authority is delegated in an approving resolution. This delegation expressly encompasses related discretionary decisions such as the responsibility to accept one of two or more tied bids, to reject all bids, to require bid bonds, to utilize emergency procedure set forth in the Code, sole source findings, post award determinations regarding subcontractor substitutions, determining whether to waive irregularities, determining whether to accept or reject a bid protest, and making determinations regarding the substitution of a subcontractor claimed to have been inadvertently listed under the procedures set forth in Public Contract Code section 4107.5. However, in the case where a bid protest is filed, the General Manager shall refer approval of the Public Works contract to the Board of Directors.

RESOLUTION NO. 13-17

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE PURCHASING POLICY AND RESCINDING RESOLUTION NO. 14-06

WHEREAS, on March 21, 2006, the Board adopted a Purchasing policy to ensure that the District conduct its purchasing activities with the highest ethical standards, to provide fair and open competition and compliance with all applicable laws; and

WHEREAS, the District reviews and updates policies to ensure that they support the District's mission; and

WHEREAS, the policy is revised to clarify that the General Manager is authorized to adjust contracts up to his purchasing authority of \$100,000 and to adjust contracts in excess of \$100,000 that where originally approved by the Board, by a maximum adjustment of \$100,000; and

WHEREAS, the policy is also revised to delegate to the General Manager approval of Public Works Contracts in the amounts stated above; and

WHEREAS, the policy is further revised to delegate to the General Manager related discretionary decisions in regards to Public Works Contracts formerly carried out by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Purchasing policy, attached as Exhibit "A" be adopted; and Resolution No. 14-06, attached as Exhibit "B," is hereby rescinded.


ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 21st day of March, 2017.

AYES: 5 - Directors Georgean M. Vonheeder-Leopold, Madelyne A. Misheloff, Edward R. Duarte, D.L. (Pat) Howard, Richard M. Halket

NOES: 0

ABSENT: 0

  
Richard M. Halket, President

ATTEST:   
Nicole Genzale, District Secretary



**TITLE:** Adopt Revised Budget Accountability Policy and Rescind Resolution No. 16-17

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, the revised Budget Accountability policy and rescind Resolution No. 16-17.

**SUMMARY:**

All District polices are reviewed on a rotating four-year cycle to ensure that they remain current and that the Board seated at that time continues to concur with that policy. The Budget Accountability policy was last revised in 2017. The policy is not scheduled for next review until 2021, however, staff recommends revising several sections of the policy to make it consistent with the revised Purchasing policy, also presented on tonight’s agenda, and the California Uniform Construction Cost Accounting Act.

The only change recommended at this time is to increase the General Manager’s approval limit to \$175,000. This change will be effective on April 6, 2018, the date the authorizing Ordinance No. 343 will become effective.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> C. Atwood	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	<b>Attachment 1 – Redlined Version of Revised Policy</b>	
		60 of 84





# Policy

<b>Policy No.:</b>	<b>Type of Policy:</b> Finance
<b>Policy Title:</b> Budget Accountability	
<b>Policy Description:</b> Operations and Capital Improvement Program Budget Controls.	
<b>Approval Date:</b> 3/20/2018	<b>Last Review Date:</b> 2018
<b>Approval Resolution No.:</b>	<b>Next Review Date:</b> 2022
<b>Rescinded Resolution No.:</b> 16-17	<b>Rescinded Resolution Date:</b> 4/4/2017

It is the policy of the Board of Directors of Dublin San Ramon Services District to provide guidelines for the implementation and monitoring of the District’s adopted Operating and Capital Budgets as follows:

## Operating Budget

**Accountability:** The General Manager is responsible for meeting the budgetary objectives set by the Board. The Board approves the Operating Budget at the total fund level ensuring that it maintains control of rates and fees. In addition, the Board approves the maximum number of Full-Time Equivalent staff positions (FTE’s) as well as the number of those FTE’s that are limited-term positions. Finally, the Board approves budgets for the purchase or replacement of capital assets. A capital asset is defined as a real or personal property that has a unit acquisition cost equal to, or greater than, \$10,000 and an estimated life greater than three years.

There are various “levels of control” within a budget. Although the District’s budget is prepared at the line-item level for internal monitoring purposes, it is impractical and inefficient to control the budget at this level.

**Monitoring:** Financial reports are distributed to the Board and management on a quarterly basis as “Regular and Recurring Reports” to show budget and actual expenses at a level of detail sufficient to monitor accountability.

**Administrative Adjustments:** The General Manager may make ‘no net change’ budget adjustments within the same fund; this ensures that rates will not be affected.

Policy No.:

Policy Title: Budget Accountability

Reporting: Administrative budget adjustments will be reported to the Board as “Regular and Recurring Reports.”

CAPITAL ASSETS: The budget contains funding for new capital assets, and for existing assets that are expected to be replaced or refurbished due to wear, age, or obsolescence. The District’s asset management program will typically identify items that are due for replacement or refurbishment.

***Capital Assets that were not budgeted but need replacement or major refurbishment during the budget cycle:***

1. Assets that are still functioning but are judged to be in need of replacement or major refurbishment must be addressed by proposing a budget adjustment prior to expending any funds.
2. Assets that fail and are no longer functioning must be identified as either “mission critical” or “non-mission critical” and then addressed as follows:
  - a) For all “mission critical” items, the General Manager has the authority to spend whatever funds are necessary to rehabilitate or replace the failed item.
  - b) For “non-mission critical” items of ~~\$175,000~~ ~~\$100,000~~ or less, the General Manager can approve the expenditure if there are sufficient reserves in the replacement fund.
  - c) For “non-mission critical” items over ~~\$175,000~~ ~~\$100,000~~, a budget adjustment must be prepared and approved by the Board prior to purchasing or refurbishing the asset.

***Budgeted Capital Assets that cost more than the amount approved by the Board:***

When a budgeted capital item’s cost is determined through the purchasing process to be in excess of the amount approved by the Board, the General Manager may approve the purchase of that item if the adjustment does not exceed ~~\$175,000~~ ~~\$100,000~~. If the item exceeds this amount or in total exceeds ~~\$175,000~~ ~~\$100,000~~, a budget adjustment is required prior to purchase.

Reporting: Capital asset purchases or refurbishments approved by the General Manager will be reported to the Board as “Regular and Recurring Reports.”

**Capital Improvement Program (CIP) Budget**

Accountability: In adopting the CIP Budget, the Board authorizes new projects and programs, and approves total project and program budgets. Project budgets are broken down by phase to assist the project manager in budgeting and managing the project. Expenses are controlled at the project total level. Project Managers are responsible for their assigned projects. The General Manager is responsible for ensuring that the individual project appropriations and total fund appropriations are not exceeded, except as otherwise permitted by other policy(ies).

<b>Policy No.:</b>	<b>Policy Title:</b> Budget Accountability
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Projects Created from Programs: The General Manager, or designee, is authorized to create a CIP project from a CIP program up to a maximum of ~~\$100,000~~ **\$175,000**. Projects with original budgets in excess of this amount are approved by the Board.

Project Budget Adjustments: If an individual project (including a project created from a program) is expected to exceed its total budget, the project manager is responsible for requesting a budget adjustment. The General Manager is authorized to approve budget adjustments of up to ~~\$100,000~~ **\$175,000** per project. If the project was originally funded from a program, program funds shall be used to fund the increase during the two year budget cycle. Adjustments in excess of the General Manager’s authority are approved by the Board.

Reporting: Financial reports are distributed to the Board and management on a quarterly basis to show budget and actual expenses at a level of detail sufficient to monitor accountability. Any project budget adjustment approved by the General Manager will be reported to the Board as “Regular and Recurring Reports.”

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE BUDGET ACCOUNTABILITY POLICY AND RESCINDING RESOLUTION NO. 16-17

---

WHEREAS, the District elected to become subject to the California Uniform Construction Cost Accounting Act (the Act) (Section 22000, et seq. of the Public Contract Code), by Resolution No. 7-18 approved by the Board of Directors at a regular Board meeting held February 6, 2018; and

WHEREAS, on March 20, 2018, the Dublin San Ramon Services District Board adopted Resolution No. \_\_-18 revising the Purchasing policy; and

WHEREAS, the current Budget Accountability policy, last revised by Resolution No. 16-17, contains provisions that are in conflict with the newly revised Purchasing policy and the Act; and

WHEREAS, staff is recommending changes to the policy to be consistent with the Purchasing policy and the Act;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Budget Accountability policy, attached as Exhibit "A" be adopted; and Resolution No. 16-17, attached as Exhibit "B," is hereby rescinded.

BE IT FURTHER RESOLVED that this resolution shall be effective on April 6, 2018, the date that authorizing Ordinance No. 343 will become effective.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its Special meeting held on the 20th day of March 2018.

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Georgan M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



# Policy

<b>Policy No.:</b>	<b>Type of Policy:</b> Finance
<b>Policy Title:</b> Budget Accountability	
<b>Policy Description:</b> Operations and Capital Improvement Program Budget Controls.	
<b>Approval Date:</b> 3/20/2018	<b>Last Review Date:</b> 2018
<b>Approval Resolution No.:</b>	<b>Next Review Date:</b> 2022
<b>Rescinded Resolution No.:</b> 16-17	<b>Rescinded Resolution Date:</b> 4/4/2017

It is the policy of the Board of Directors of Dublin San Ramon Services District to provide guidelines for the implementation and monitoring of the District's adopted Operating and Capital Budgets as follows:

## Operating Budget

**Accountability:** The General Manager is responsible for meeting the budgetary objectives set by the Board. The Board approves the Operating Budget at the total fund level ensuring that it maintains control of rates and fees. In addition, the Board approves the maximum number of Full-Time Equivalent staff positions (FTE's) as well as the number of those FTE's that are limited-term positions. Finally, the Board approves budgets for the purchase or replacement of capital assets. A capital asset is defined as a real or personal property that has a unit acquisition cost equal to, or greater than, \$10,000 and an estimated life greater than three years.

There are various "levels of control" within a budget. Although the District's budget is prepared at the line-item level for internal monitoring purposes, it is impractical and inefficient to control the budget at this level.

**Monitoring:** Financial reports are distributed to the Board and management on a quarterly basis as "Regular and Recurring Reports" to show budget and actual expenses at a level of detail sufficient to monitor accountability.

**Administrative Adjustments:** The General Manager may make 'no net change' budget adjustments within the same fund; this ensures that rates will not be affected.

<b>Policy No.:</b>	<b>Policy Title:</b> Budget Accountability
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Reporting: Administrative budget adjustments will be reported to the Board as “Regular and Recurring Reports.”

CAPITAL ASSETS: The budget contains funding for new capital assets, and for existing assets that are expected to be replaced or refurbished due to wear, age, or obsolescence. The District’s asset management program will typically identify items that are due for replacement or refurbishment.

***Capital Assets that were not budgeted but need replacement or major refurbishment during the budget cycle:***

1. Assets that are still functioning but are judged to be in need of replacement or major refurbishment must be addressed by proposing a budget adjustment prior to expending any funds.
2. Assets that fail and are no longer functioning must be identified as either “mission critical” or “non-mission critical” and then addressed as follows:
  - a) For all “mission critical” items, the General Manager has the authority to spend whatever funds are necessary to rehabilitate or replace the failed item.
  - b) For “non-mission critical” items of \$175,000 or less, the General Manager can approve the expenditure if there are sufficient reserves in the replacement fund.
  - c) For “non-mission critical” items over \$175,000, a budget adjustment must be prepared and approved by the Board prior to purchasing or refurbishing the asset.

***Budgeted Capital Assets that cost more than the amount approved by the Board:***

When a budgeted capital item’s cost is determined through the purchasing process to be in excess of the amount approved by the Board, the General Manager may approve the purchase of that item if the adjustment does not exceed \$175,000. If the item exceeds this amount or in total exceeds \$175,000, a budget adjustment is required prior to purchase.

Reporting: Capital asset purchases or refurbishments approved by the General Manager will be reported to the Board as “Regular and Recurring Reports.”

**Capital Improvement Program (CIP) Budget**

Accountability: In adopting the CIP Budget, the Board authorizes new projects and programs, and approves total project and program budgets. Project budgets are broken down by phase to assist the project manager in budgeting and managing the project. Expenses are controlled at the project total level. Project Managers are responsible for their assigned projects. The General Manager is responsible for ensuring that the individual project appropriations and total fund appropriations are not exceeded, except as otherwise permitted by other policy(ies).

<b>Policy No.:</b>	<b>Policy Title:</b> Budget Accountability
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Projects Created from Programs: The General Manager, or designee, is authorized to create a CIP project from a CIP program up to a maximum of \$175,000. Projects with original budgets in excess of this amount are approved by the Board.

Project Budget Adjustments: If an individual project (including a project created from a program) is expected to exceed its total budget, the project manager is responsible for requesting a budget adjustment. The General Manager is authorized to approve budget adjustments of up to \$175,000 per project. If the project was originally funded from a program, program funds shall be used to fund the increase during the two year budget cycle. Adjustments in excess of the General Manager’s authority are approved by the Board.

Reporting: Financial reports are distributed to the Board and management on a quarterly basis to show budget and actual expenses at a level of detail sufficient to monitor accountability. Any project budget adjustment approved by the General Manager will be reported to the Board as “Regular and Recurring Reports.”

RESOLUTION NO. 16-17

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT REVISING THE BUDGET ACCOUNTABILITY POLICY AND RESCINDING RESOLUTION NO. 41-15

WHEREAS, on March 21, 2017, the Dublin San Ramon Services District Board adopted Resolution No. 13-17 revising the Purchasing policy; and

WHEREAS, the current Budget Accountability policy, last revised by Resolution No. 41-15, contains provisions that are in conflict with the newly revised Purchasing policy; and

WHEREAS, staff is also recommending changes to the policy to reflect changes in current administrative practices for reporting purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California that the revised Budget Accountability policy, attached as Exhibit A be adopted; and Resolution No. 41-15, attached as Exhibit B, is hereby rescinded.

ADOPTED by the Board of Directors of the Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its regular meeting held on the 4th day of April, 2017.

AYES: 4 - Directors D.L. (Pat) Howard, Madelyne A. Misheloff, Edward R. Duarte, Georgean M. Vonheeder-Leopold

NOES: 0

ABSENT: 1 - Director Richard M. Halket

*Georgean M. Vonheeder-Leopold*  
for Richard M. Halket, President

ATTEST: *Nicole Genzale*  
Nicole Genzale, District Secretary





**TITLE:** Receive Report on Early Payoff of the East Bay Discharge Authority (EBDA) Debt by Livermore-Amador Valley Water Management Agency (LAVWMA)

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a report on early payoff of the East Bay Discharge Authority (EBDA) debt by Livermore-Amador Valley Water Management Agency (LAVWMA.)

**SUMMARY:**

LAVWMA’s General Manager, Chuck Weir, has approached DSRSD, the City of Livermore and the City of Pleasanton (LAVWMA partners) recommending that the agencies consider paying off the EBDA outstanding debt of \$4,373,601. Payoff would not only save the agencies future interest costs but would benefit them in negotiation of their capacity rights, which are directly linked to fixed costs.

**BACKGROUND:**

EBDA’S Joint Powers Authority (JPA) expires January 1, 2020. The EBDA agencies are in the process of trying to renegotiate the terms of the JPA. The key issue is the capacity rights, which are directly liked to fixed costs. LAVWMA owns 19.72 MGD capacity in the EBDA system, which has a design capacity of 189.1 MGD. This results in a fixed cost percentage of 10.435 (19.72/189.1). However, the EBDA/LAVWMA agreement provides for an increasing scale of our fixed cost percentage. The current fixed cost percentage is 17.34% and will increase to 18.60% on January 1, 2020.

It is in LAVWMA’s best interests to try to reduce both its fixed and variable (flow based) costs. LAVWMA would have some leverage if the debt is paid off and a new agreement can be negotiated. The water recycling efforts of the LAVWMA agencies will play a large role in reducing the costs for EBDA. The Staff Advisory Group (SAG) has just begun discussions on this issue and it will take some time to develop negotiating positions to discuss with the Board once the debt is paid off.

LAVWMA still owes \$4,373,601 in principal on the EBDA debt. There are thirteen years remaining on the debt. If interest rates remain low, the annual payment would be \$411,248, or a total of \$5,346,224 would be paid to EBDA over the thirteen-year period. By paying off the debt LAVWMA would save over \$840,000 in interest.

The debt payment is due July 1 of each year; if the debt is paid off by June 30, 2018 the anticipated payoff amount would be as follows:

			Principal	Interest	Total
Livermore	18.18%	\$	795,121	23,854	\$ 818,975
Pleasanton	34.14%	\$	1,493,147	44,794	\$ 1,537,941
DSRSD	47.68%	\$	2,085,333	62,560	\$ 2,147,893
		\$	4,373,601	131,208	\$ 4,504,809

It should be noted that Pleasanton’s portion of the debt is collected in the wastewater connection fees they transmit to DSRSD. Therefore, the amount needed to pay off this obligation for both Pleasanton and DSRSD is \$3,685,834, and would be paid from the Regional Wastewater Expansion fund; which currently has a working capital balance in excess of \$50 million.

If the Board approves of LAVWMA paying off the EBDA debt and once the payoff amount is known, staff will come back to the Board to authorize by resolution a budget adjustment for the payoff amount.

<b>Originating Department:</b> Administrative Services	<b>Contact:</b> C. Atwood	<b>Legal Review:</b> Not Required
<b>Cost:</b> \$3,685,834	<b>Funding Source:</b> Regional Expansion (Fund 320)	
<b>Attachments:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	69 of 84	



**TITLE:** Oppose Senate Bill 623 and Budget Trailer Bill Proposing the "Drinking Water Tax" and Approve a \$10,000 Contribution for the Association of California Water Agencies' Educational Efforts Regarding Possible Negative Consequences of the Tax

**RECOMMENDATION:**

Staff recommends the Board of Directors adopt, by Resolution, its formal opposition, unless amended, to Senate Bill 623 (SB 623) and the budget trailer bill proposing a tax on drinking water, and by separate action approve, by Motion, a \$10,000 contribution to the Association of California Water Agencies (ACWA) to fund ACWA's education efforts of key audiences about the possible negative consequences of the proposed Drinking Water Tax.

**SUMMARY:**

In 2017, Senator Bill Monning (D) representing 17th District (Carmel, Monterey, Santa Cruz, San Luis Obispo) proposed a statewide tax on drinking water, SB 623, to fund solutions to provide safe drinking water to disadvantaged communities.

While ACWA strongly supports the objective of the bill, safe water for disadvantaged communities, it does not support a drinking water tax to finance this objective and is eager to work on a financing mechanism that will solve the problem. The water community, under the leadership of ACWA Deputy Executive Director Cindy Tuck, worked to encourage SB 623 to become a two-year bill at the end of the session last year. Currently, SB 623 is in the Assembly Rules Committee. Last year, ACWA and more than 100 member agencies (including DSRSD) actively opposed SB 623. ACWA has an "oppose unless amended" position on SB 623. Last August, DSRSD sent an "oppose unless amended" letter to Senator Monning and members of the Assembly Appropriations Committee. In February 2018, ACWA sent an outreach alert to members regarding ways members can help ACWA build its oppose unless amended coalition and take immediate actions, including adopting a resolution in opposition and education. A \$10,000 contribution from the District will support ACWA's efforts to educate key audiences on the potential negative consequences of the proposed tax.

The Brown Administration is attempting to advance last year's SB 623 proposal (with some changes that do not affect ACWA's position) in a budget trailer bill. It is expected that if the Administration is not successful with the budget trailer bill, Senator Monning will try to move SB 623. ACWA's State Legislative Committee took an "oppose unless amended" position on the budget trailer bill on February 9, 2018.

There are other sources of money to fund drinking water for disadvantaged communities: (1) part of the \$81 million in the *Safe Drinking Water State Revolving Fund* (a federal funding source) would go to capital costs for disadvantaged communities, (2) some of the \$250 million *California Drought, Water, Parks, Climate, Coastal Protection and Outdoor Access for All Act of 2018* would fund both safe drinking water and clean water, and (3) part of the \$500 million *Water Supply/Quality* bond would fund safe drinking water.

For more information, see Attachment 1, ACWA Facts on Proposed Drinking Water Tax entitled, "We Can Solve it Without a Drinking Water Tax."

Originating Department: Executive Services	Contact: S. Stephenson	Legal Review: Yes
Cost: \$10,000	Funding Source: Water Enterprise (Fund 600)	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	Attachment 1 – ACWA Facts on Proposed Drinking Water Tax	
		70 of 84

# WE CAN SOLVE IT WITHOUT A **DRINKING WATER TAX**

March 2018

## **Facts on Proposed State Tax on Drinking Water**

A proposal to impose a state tax on drinking water is being advanced through SB 623 by Sen. William Monning (D-Carmel), a two-year bill introduced in 2017, and a Brown Administration budget trailer bill related to safe drinking water.

ACWA is committed to developing alternative effective solutions and advancing appropriate funding strategies to address this important public health and social issue.

### **Background on Drinking Water Tax Proposals**

In March 2017, Sen. Monning introduced SB 623, a bill aimed at funding drinking water solutions for disadvantaged communities. The bill was amended at various times throughout the year, however, language proposing the tax on drinking water was added to the bill on Aug. 21 – just two days before the bill was scheduled to be heard in the Assembly Appropriations Committee.

SB 623 was made a two-year bill on Sept 1, 2017. The Assembly Appropriations Committee referred the bill to the Assembly Rules Committee, where it remains today. The Assembly Rules Committee could refer the bill to one or more policy committees, or move the bill directly to the Assembly floor at any time.

In January, Gov. Jerry Brown released his proposed 2018-'19 budget, and the summary document signaled that the administration will be advancing statutory language consistent with the framework of SB 623. The California Department of Finance posted the budget trailer bill language on Feb. 1 that is essentially the SB 623 language. ACWA's State Legislative Committee took an oppose-unless-amended position on the budget trailer bill on Feb. 9, 2018.

If the Brown Administration is not successful with the budget trailer bill, Sen. Monning will likely try to move SB 623. Regardless of whether the vehicle is a budget trailer bill or a policy bill, a proposal for a new tax requires a two-thirds majority vote of both the Assembly and the Senate.

Local, public water agencies are committed to providing safe and reliable water and support the intent of the bill. ACWA maintains an oppose-unless-amended position for several reasons, including:

- The state should not tax something that is essential to life. California does not currently tax water or essential food products. The public does not support the precedent of starting to tax resources that are essential to life.
- The cost of living in California is already too high. Californians do not support a new tax on drinking water.
- A tax on drinking water would work against the goal of keeping water affordable for Californians.
- This new law would turn local water agencies into tax collectors for the state of California.

## **Alternative Approach**

ACWA believes that this important public health and social issue requires focused state leadership. A more appropriate way to fund the solution for this state social issue is a package of funds comprised of ongoing federal safe drinking water funds, voter-approved general obligation bond funds, the agricultural assessments related to nitrate in groundwater proposed in the budget trailer bill and SB 623 and dollars from the state general fund.

The state appropriately uses its general fund to pay for other important programs and social issues that have been identified as state priorities – including public health, education, housing, disability services, and other programs that serve and protect residents and communities in need.

## **More Information**

Additional information about the proposed drinking water tax and ACWA's advocacy efforts has been posted on ACWA's website at [www.acwa.com/no-water-tax](http://www.acwa.com/no-water-tax).

*ACWA is a statewide association of public agencies whose more than 440 members are responsible for about 90% of the water delivered in California. For more information, visit [www.acwa.com](http://www.acwa.com).*

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT OPPOSING A TAX ON DRINKING WATER

---

WHEREAS, a proposed tax on drinking water is being advanced through Senate Bill 623 (SB 623) by Senator William Monning (D-Carmel), a two-year bill introduced in 2017, and a 2018 Brown Administration budget trailer bill related to safe drinking water; and

WHEREAS, the water community agrees with the intent of the proposed legislation which is to fill gaps in funding to assist disadvantaged communities that lack access to safe drinking water; and

WHEREAS, drinking water is essential to life; and

WHEREAS, adding a tax on drinking water works against the common goal of keeping water bills affordable for Dublin San Ramon Services District customers; and

WHEREAS, the legislation would set a dangerous precedent and open the door to additional taxes on water in the future; and

WHEREAS, the new law would turn Dublin San Ramon Services District into a tax collector for the state of California, requiring additional staff to manage and therefore adding costs to our customers; and

WHEREAS, there are more appropriate funding sources that could be used to address this serious issue, including ongoing federal safe drinking water funds, voter-approved general obligation bond funds, the assessments related to nitrates in groundwater proposed in the budget trailer bill and SB 623 and state general fund dollars.

NOW, THEREFORE, BE IT RESOLVED THAT THE BOARD OF DIRECTORS OF DUBLIN SAN RAMON SERVICES DISTRICT, a public agency located in the Counties of Alameda and Contra Costa, California, formally "opposes unless amended" SB 623 and the budget trailer bill proposing a tax on drinking water.

ADOPTED by the Board of Directors of Dublin San Ramon Services District, a public agency in the State of California, Counties of Alameda and Contra Costa, at its Special meeting held on the 20th day of March 2018, and passed by the following vote:

AYES:

NOES:

ABSENT:

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Georgean M. Vonheeder-Leopold, President

ATTEST: \_\_\_\_\_  
Nicole Genzale, District Secretary



**TITLE:** Receive Presentation on Supervisory Control and Data Acquisition System

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation on the District’s Supervisory Control and Data Acquisition System (SCADA).

**SUMMARY:**

The District recently completed an upgrade of its Supervisory Control and Data Acquisition (SCADA) System. The System allows for automation and remote operation of the water, recycled water, and collection systems. Staff will provide a presentation on the capabilities and benefits of the upgraded SCADA system.

<b>Originating Department: Engineering Services</b>	<b>Contact: J. Zavadil</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$0</b>	<b>Funding Source: N/A</b>	
<b>Attachments:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)	74 of 84	



**TITLE:** Support DERWA Operations and Maintenance Budget Submittal for Fiscal Year Ending 2019

**RECOMMENDATION:**

Staff recommends the Board of Directors, by Motion, direct the District’s DERWA representatives to support the proposed Fiscal Year Ending (FYE) 2019 budget for the operations and maintenance of the DERWA facilities.

**SUMMARY:**

As the contract operator for DERWA, the District prepares and submits to DERWA an annual operating and maintenance (O&M) budget. The proposed FYE 2019 O&M budget of \$2,501,833 would produce recycled water at a rate of approximately \$518 per acre-foot with projected customer demands of 4,831 acre-feet.

The attached budget cover letter explains the assumptions that were used as well as noteworthy items that will influence the cost of producing recycled water for FYE 2019. The proposed budgets have been submitted to the DERWA Authority Manager for consideration by the DERWA Board of Directors.

The DERWA Board is anticipated to consider for approval the FYE 2019 Budget at the March 26 DERWA Board meeting.

<b>Originating Department: Operations</b>	<b>Contact: J. Carson</b>	<b>Legal Review: Not Required</b>
<b>Cost: \$2,501,833 DERWA Budget</b>	<b>Funding Source: DERWA Operating Funds</b>	
<b>Attachments:</b> <input type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input checked="" type="checkbox"/> Other (see list on right)	<b>Attachment 1 – DERWA FYE 2019 Proposed Budget</b>	
		75 of 84



Regional Wastewater Treatment Facility  
7399 Johnson Drive  
Pleasanton, CA 94588-3862

main (925) 846-4565  
fax (925) 462-0658  
www.dsrdsd.com

March 8, 2018

Mr. Michael Tognolini  
DERWA General Manager  
7051 Dublin Blvd.  
Dublin, CA 94568

**Subject: Proposed DERWA FYE 2019 Operations & Maintenance Budget**

Dear Mike:

As you know, DSRSD previously submitted, in February 2017, proposed budgets for the operations and maintenance of the DERWA facilities for FYEs 2018 and 2019 to coincide with the District's two-year budget cycle. There have been significant changes over the past year, so for your reference attached please find a copy of the updated O&M proposed budget for FYE 2019.

The new total proposed budget for FYE 2019 is \$2,501,833 including labor, chemicals, utilities, materials, supplies, laboratory analysis, and contractual services. This revised budget is \$73,034 more than the \$2,428,799 originally proposed in 2017. This amount will provide recycled water to EBMUD, DSRSD and Pleasanton customers at a rate of approximately \$518 per acre-foot, based on demand projections of 4,831 acre-feet for the coming fiscal year.

Attachment 9 shows the proposed FYE 2019 budget in detail. For your convenience, the expenses are separated by treatment (\$2,121,037 or \$439 per acre-foot) and distribution (\$380,796 or \$79 per acre-foot).

Attachment 5 shows the man-hour estimates prepared for the labor portion of the proposed FYE 2019 budget. The revised FYE 2019 budget estimates a total of 4,916 billable hours of labor that will be necessary to operate and maintain the DERWA system during FYE 2019. This is 443 hours more than the 4,473 originally proposed in 2017, primarily due to the new Actiflo process that would require operators training estimated at 300 hours and additional 143 hours for SCADA and instrumentation support.

Attachment 10 shows the projected recycled water demand expected during FYE 2019. The total recycled water demand during this period is predicted to be about 4,831 acre-feet, or 1,574 million gallons. Of this amount, approximately 1,475 million gallons will be produced by the sand filtration system and 99 million gallons will be produced by the microfiltration system. The microfiltration system is normally used when the season demand falls below about 2.0 MGD which usually occurs about mid-November until late March or early April, except when demand exceeds 9.0 MGD in the summer.



March 8, 2018

Page 2 of 3

Figure 3 is a graphical depiction of the projected FYE 2019 monthly average recycled water demand upon which the budget is based, compared to the current FYE 2018 (with actual data from July'17 to Feb'18, and estimates for the remaining four months). Peak daily demands of up to 11.55 MGD are expected during the final months of FYE 2019.

The proposed budgets include the following noteworthy items:

- Labor – Estimated labor hours are based on burden labor rates, per established practice, which are adjusted annually. For budgeting purposes, the burden labor rates used assumed a 3.5% CPI increase in salaries effective January 1, 2018, and another 3.5% CPI increase in salaries effective January 1, 2019. The engineer hours has moved from Division 50 to Division 40. USA staff time has been added to account for the true field work. As mentioned above, the new Actiflo start-up process will require additional 300 hours for operators training and 143 hours for SCADA and instrumentation support.
- Chemicals – Once the Actiflo process is commissioned, the alum sulfate and polymer will increase. The original projected amount for Aluminum Sulfate/PACL stays as PACL will be eliminated and only aluminum sulfate will be needed.
- Mechanical – The sand filter rehabilitation has two units remaining. Also the air lifts for all the sand filters need replacement per lifecycle guidelines.
- Electrical – The UV lamp rehabilitation has increased and the UV wiper system rehabilitation is budgeted for FY 2018-2019.
- Support – The RWF ACTIFLO process improvement has a startup/first year technical support need to ensure optimal performance is met. The revised budget included additional SCADA software support, PLC annual support, and SFUV service contract.

DSRSD staff is available at your convenience to discuss the proposed operating and maintenance budgets.

Sincerely,



Jeff Carson  
Operations Manager

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Enclosures

March 8, 2018

Page 3 of 3

cc: Dan McIntyre, DSRSD General Manager  
Judy Zavadil, DSRSD District Engineer/Engineering Services Manager  
Carol Atwood, DSRSD Administrative Services Manager  
Virgil Sevilla, DSRSD Temporary Operations Supervisor  
Maurice Atendido, DSRSD Electrical & Instrumentation Supervisor  
Shawn Quinlan, DSRSD Maintenance Supervisor  
Diane Griffin, DSRSD Laboratory Supervisor  
Levi Fuller, DSRSD Temporary Field Operations Supervisor  
Dan Lopez, DSRSD Operations Support Services Division Supervisor  
Gemma Lathi, DSRSD Administrative Analyst - Operations

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Attachment 9

FY 2018-2019 DERWA OPERATIONS BUDGET (REVISED MARCH 2018)

	<u>Total</u>	<u>Treatment</u>	<u>Distribution</u>		
<b>BILLABLE LABOR (see attachment for details)</b>	<b>\$763,127</b>	<b>\$528,016</b>	<b>\$235,111</b>		
<b><u>MATERIALS &amp; SUPPLIES</u></b>					
<b>Operations Supplies</b>					
Sand	\$1,000	\$1,000			
Aluminum Sulfate	\$300,000	\$300,000			
Polymer	\$63,000	\$63,000			
Sodium Hypochlorite	\$65,458	\$62,958	\$2,500		
Memclean	\$5,000	\$5,000			
Citric Acid	\$1,500	\$1,500			
UV Bulbs/Wipers	\$48,000	\$48,000			
SF cell rehabilitation	\$50,000	\$50,000			
Electricity	\$764,947	\$652,459	\$112,488		
Backwash Waste	\$50,620	\$50,620			
Water (potable makeup)	\$0				
Water (Pleasanton bills)	\$900	\$900			
Supplies/Expenses (misc)	<u>\$1,000</u>	<u>\$500</u>	<u>\$500</u>		
Subtotal	\$1,351,425	\$1,235,937	\$115,488		
<b>Mechanical Supplies</b>					
Metering pumps	\$2,500	\$2,500			
Gauges/valves & airlift assemblies	\$17,100	\$16,100	\$1,000		
Pump repair parts	\$15,000	\$3,800	\$11,200		
Compressor parts	\$5,000	\$5,000			
HVAC maintenance	\$2,500	\$2,000	\$500		
Wiper system rehabilitation	<u>\$90,000</u>	<u>\$90,000</u>			
Subtotal	\$132,100	\$119,400	\$12,700		
<b>Electrical Supplies</b>					
Metering parts	\$5,000	\$5,000			
Analyzer parts	\$2,000	\$2,000			
21 KV equipment	\$1,000	\$1,000			
Motor/VFD parts	\$1,500	\$1,500			
Motor repairs	\$2,500	\$2,000	\$500		
UV ballast replacements	\$33,420	\$33,420			
Corrective Parts	\$7,000	\$5,000	\$2,000		
Major Project Parts	<u>\$3,500</u>	<u>\$3,000</u>	<u>\$500</u>		
Subtotal	\$55,920	\$52,920	\$3,000		
<b>Laboratory Services/Analysis</b>					
Compliance Testing	\$57,960	\$57,960			
Salt Mgmt Plan sampling/analysis	\$15,683	\$15,683			
Operational Support Testing	<u>\$27,298</u>	<u>\$26,781</u>	<u>\$518</u>		
Subtotal	\$100,941	\$100,423	\$518		
<b>Total Materials &amp; Supplies</b>	<b>\$1,640,386</b>	<b>\$1,508,681</b>	<b>\$131,706</b>		
<b><u>CONTRACTUAL SERVICES</u></b>					
Sub-surface Repairs, as needed	\$4,000		\$4,000		
IHT Pipeline CP Survey and AC Mitigation Study, annual	\$8,000		\$8,000		
21 KV transformer testing, annual	\$2,000	\$2,000			
Repair services, as needed	\$10,000	\$10,000			
MF Service Contract, annual	\$12,500	\$12,500			
SCADA Software Support, annual	\$17,820	\$15,840	\$1,980		
PLC Support, annual	\$13,000	\$13,000	\$0		
Reservoir Cleaning R100/R200, every 3-4 years	\$0		\$0		
Actiflo start-up technical support	\$2,500	\$2,500			
SFUV Service Contract, annual	\$26,000	\$26,000			
Professional Services, misc	<u>\$2,500</u>	<u>\$2,500</u>			
<b>Total Contractual Services</b>	<b>\$98,320</b>	<b>\$84,340</b>	<b>\$13,980</b>		
<b>TOTAL REVISED BUDGET</b>	<b>\$2,501,833</b>	<b>\$2,121,037</b>	<b>\$380,796</b>		
Original Proposed	\$2,428,799	\$2,057,193	\$371,606		
Difference	\$73,034	\$63,844	\$9,190		
<b>Assumptions:</b>	<b>Total</b>	<b>SF-UV</b>	<b>MF-UV</b>	<b>Treatment</b>	<b>Distribution</b>
Days of operation =	365	200	165		
Annual acre feet =	<b>4,831</b>	4,526	305		
Annual million gallons =	<b>1,574</b>	1,475	99		
<b>Unit Costs:</b>					
Cost/AF =	\$518			\$439	\$79
Cost/MG=	\$1,590			\$1,348	\$242

Attachment 9

FY 2018-2019 DERWA OPERATIONS BUDGET (REVISED MARCH 2018)

	<u>Hours</u>	<u>Rate</u>	<u>Labor</u>	<u>Treatment</u>	<u>Distribution</u>
<b>LABOR DETAILS</b>					
<b>DIVISION 51 - Field Operations</b>					
WWSO IV	548	\$147	\$80,829		\$80,829
Supervisor	60	\$200	\$11,993		\$11,993
Subtotal	608		\$92,821	\$0	\$92,821
<b>DIVISION 52 - Treatment Plant</b>					
Operator II	60	\$137	\$8,221	\$8,221	
Process Lead Operator V	140	\$166	\$23,262	\$23,262	
Senior Operator	2,409	\$151	\$363,054	\$363,054	
Supervisor	60	\$251	\$15,069	\$15,069	
Subtotal	2,669		\$401,385	\$401,385	\$0
<b>DIVISION 53 - Mechanical</b>					
Senior Mechanic	120	\$169	\$20,319	\$15,239	\$5,080
Mechanic II	400	\$154	\$61,567	\$19,701	\$41,866
Supervisor	60	\$254	\$15,239	\$4,876	\$10,362
Subtotal	580		\$97,125	\$39,817	\$57,308
<b>DIVISION 54 - Electrical</b>					
Sr Instrument/Controls Tech	39	\$186	\$7,235	\$3,618	\$3,618
OP Control Sys Spec	182	\$169	\$30,691	\$7,673	\$23,018
Instrument Tech	182	\$158	\$28,762	\$14,381	\$14,381
Senior Electrician	39	\$170	\$6,630	\$3,315	\$3,315
Electrician	143	\$155	\$22,102	\$16,577	\$5,526
Supervisor	78	\$234	\$18,288	\$9,144	\$9,144
Subtotal	663		\$113,709	\$54,707	\$59,002
<b>DIVISION 56 - Safety</b>					
Safety Officer/Tech	40	\$114	\$4,575		\$4,575
Subtotal	40		\$4,575		\$4,575
<b>DIVISION 40 - Engineering</b>					
Senior Civil Engineer-Sup	56	\$211	\$11,803	\$7,082	\$4,721
Principal Engineer-Sup AM	40	\$232	\$9,277	\$5,566	\$3,711
Engineering Tech II-AM	180	\$130	\$23,429	\$14,058	\$9,372
Admin Technician-AM	80	\$113	\$9,002	\$5,401	\$3,601
Subtotal	356		\$53,511	\$32,106	\$21,404
<b>REVISED Total Billable Labor</b>	<b>4,916</b>	<b>\$155</b>	<b>\$763,127</b>	<b>\$528,016</b>	<b>\$235,111</b>
Original Proposed	4,473	\$157	\$701,287	\$478,027	\$223,260
Difference	443	-\$2	\$61,840	\$49,989	\$11,850

Note: Labor rates shown are from staff billing rates effective 1-1-2017 multiplied by 1.0525 to reflect an anticipated 3.5% CPI increase on January 1, 2018 and an anticipated 3.5% CPI increase on January 1, 2019.



## Attachment 5

## FY 2018-2019 DERWA LABOR ESTIMATING

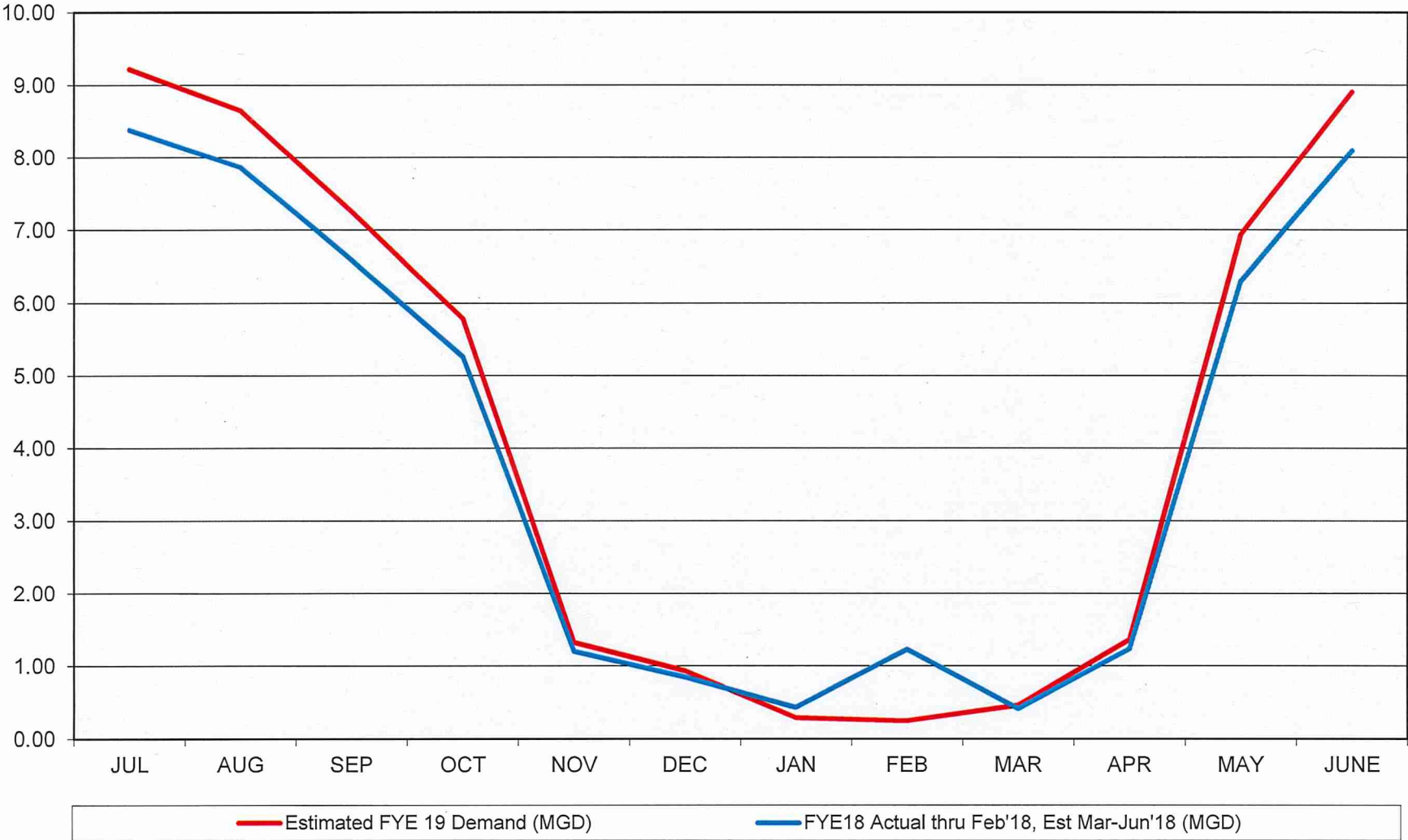
PERSONNEL		Hours
<b>Division 51 - Field Operations (Distribution)</b>		
WWSO IV	1 hour per day for rounds	364
WWSO IV	Chlorinating reservoirs, occasional as needed	16
WWSO IV	Annual fill and drain procedure	60
WWSO IV	Valve exercising & ARV inspections	100
WWSO IV	USA's - 2 hours per week	8
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
<b>Division 52 - Treatment Plant Operations (Production)</b>		
Senior Operator	Sand plant 2.2 hr per shift or 7 hr per day for 7 mos = 1509 hr	1,509
Senior Operator	Membrane plant 1.3 hr per shift or 4 hr per day for 5 mos = 600 hr	600
Process Lead Operator V	Troubleshooting problems	80
Senior Operator	UV lamp and wiper maintenance/replacement, annual	120
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
Senior Operator	New Actiflo process training and overtime	180
Process Lead Operator V	New Actiflo process training and overtime	60
Operator II	New Actiflo process training and overtime	60
<b>Division 53 - Mechanical Maintenance</b>		
Mechanic II	PM's	120
Mechanic II	Sand plant 4 hr per week for 8 mos = 128 hr	128
Mechanic II	Membrane plant 2 hr per week for 5 mos = 40 hr	48
Mechanic II	Pump station/reservoir maint 2 hr per week = 104 hr	104
Senior Mechanic	Troubleshooting problems	120
Supervisor	Supervising staff activities, inspecting work, dealing with problems	60
<b>Division 54 - Electrical &amp; Instrumentation Maintenance</b>		
Instrument Tech	RW Treatment Plant & Transmission Instruments 3.5 hours/week	182
OP Control Sys Spec	RW Treatment Plant & Transmission SCADA system 3.5 hours/week	182
Sr Instrum/Controls Tech	Instrument replacement and SCADA troubleshooting 0.75 hours/week	39
Electrician	RW Treatment Plant 2 hours/week	104
Electrician	RW Transmission 0.75 hours/week	39
Senior Electrician	Electrical troubleshooting .75 hours/week	39
Supervisor	Supervising staff activities, dealing with problems 1.5 hours/week	78
<b>Division 56 - Safety</b>		
Safety Officer/Tech	Inspecting misc DERWA facilities	40
<b>Division 40 - Engineering</b>		
Senior Civil Engineer	Assistance with engineering, maintenance, and bidding issues	56
Principal Engineer	Asset Management: 60% distribution, 40% treatment	40
Engineering Tech II	Asset Management: 60% distribution, 40% treatment	180
Admin Technician	Asset Management: 60% distribution, 40% treatment	80
<b>TOTAL</b>		<b>4,916</b>

DUBLIN SAN RAMON SERVICES DISTRICT  
 FY 2018-2019 DERWA Budget  
 Attachment 10

Estimated FY 18-19 Recycled Water Demand Totals

Month	Production		Projected Recycled Water Demand				
	SF-UV MG	MF-UV MG	Total MGD	Peak MGD	MG	AF	Peaking Factor
2018							
JUL	286.00	-	9.23	11.29	286.0	877.7	1.22
AUG	268.34	-	8.66	10.92	268.3	823.5	1.26
SEP	217.66	-	7.26	8.69	217.7	668.0	1.20
OCT	179.49	-	5.79	11.98	179.5	550.9	2.07
NOV	-	39.84	1.33	3.59	39.8	122.3	2.71
DEC	-	29.12	0.94	1.87	29.1	89.4	1.99
2019							
JAN	-	9.09	0.29	1.18	9.1	27.9	4.03
FEB	-	7.00	0.25	0.60	7.0	21.5	2.41
MAR	-	14.31	0.46	1.58	14.3	43.9	3.41
APR	40.91	-	1.36	2.65	40.9	125.6	1.94
MAY	214.96	-	6.93	10.91	215.0	659.7	1.57
JUNE	267.23	-	8.91	11.55	267.2	820.2	1.30
AVG			4.28				2.09
TOTAL	1,474.6	99.4			1,573.9	4,830.6	
MIN	0.0	0.0	0.25	0.60	7.0	21.5	1.20
MAX	286.0	39.8	9.23	11.98	286.0	877.7	4.03

**FIGURE 3**  
**FY 18-19 Recycled Water Flow Projections (Average MGD)**





**TITLE:** Discuss Recycled Water Policy and Provide Direction

**RECOMMENDATION:**

Staff recommends the Board of Directors receive a presentation and provide direction regarding the district’s recycled water policy.

**SUMMARY:**

The District’s recycled water policy was last reviewed in September 2010. Since 2010, the DERWA recycled water demand has increased considerably while the treated wastewater supply has been reduced with the development of Pleasanton’s recycled water program. The recycled water demand now exceeds the available supply on peak demand days in the summer.

At the Board meeting staff will provide an update on DERWA’s efforts to obtain supplement supplies for the San Ramon Valley Recycled Water Program as well as discuss possible strategies to address the limited supply in the near-term such as: implementing recycled water demand management, adding potable water to the recycled water system to meet peak day demands in the summer, and limiting new customers to the recycled water system.

<b>Originating Department:</b> Engineering Services	<b>Contact:</b> J. Zavadil	<b>Legal Review:</b> No
<b>Cost:</b> \$0	<b>Funding Source:</b> N/A	
<b>Attachments:</b> <input checked="" type="checkbox"/> None <input type="checkbox"/> Staff Report <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Task Order <input type="checkbox"/> Proclamation <input type="checkbox"/> Other (see list on right)		